

LEEDS REFUGEE FORUM

England & Wales · Charity number 1160845

Details

Other names LRF

Status Registered

Legal form Charitable company

Company number [06231434](#)

Registered 2015-03-11

Register [View on the Charity Commission register](#)

Contact

Address One Community Centre
Cromwell Street
Leeds
LS9 7SG

Phone 01132449600

Email info@leedsrefugeeforum.org.uk

Website <http://leedsrefugeeforum.org.uk/>

Activities

Objects: THE OBJECTS OF THE CHARITY, BEING FOR THE BENEFIT OF THE INHABITANTS OF THE YORKSHIRE AND THE HUMBER REGION, IN PARTICULAR LEEDS, AND IN PARTICULAR FOR THE BENEFIT OF PEOPLE WHO ARE REFUGEES OR ASYLUM SEEKERS ARE:1 THE RELIEF OF NEED FOR REFUGEES AND ASYLUM SEEKERS AND TO ADVANCE THEM IN LIFE WITH A VIEW TO HELPING THEM DEVELOP THEIR CAPACITIES AND SKILLS SO THAT THEY MAY BETTER PARTICIPATE IN THEIR COMMUNITY, IN PARTICULAR BY PROVIDING ADVICE, TRAINING, PRACTICAL ASSISTANCE AND LIAISING WITH OTHER ORGANISATIONS THAT CAN HELP ACHIEVE THESE AIMS2 THE ADVANCEMENT OF EDUCATION AND TRAINING AND THE RELIEF OF UNEMPLOYMENT3 THE PRESERVATION AND PROTECTION OF HEALTH4 TO PROVIDE OR ASSIST IN THE PROVISION OF FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION OR OTHER LEISURE TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABILITY, FINANCIAL HARDSHIP OR SOCIAL CIRCUMSTANCES, IN PARTICULAR REFUGEES, WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE5 THE PROMOTION OF THE VOLUNTARY SECTOR FOR THE PUBLIC BENEFIT BY PROVIDING ADVICE, INFORMATION AND SERVICES TO REFUGEE COMMUNITY ORGANISATIONS IN LEEDS.

Activities: LRF is a refugee-led organization which:- supports and is a collective voice for Refugee Community Organizations in Leeds;- provides and supports services and activities benefitting refugees and asylum seekers;- runs the One Community Centre in the Lincoln Green area for the benefit of refugees and asylum seekers and the wider community.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, The Prevention Or Relief Of Poverty, Recreation, Other Charitable Purposes
- **Who:** Other Charities Or Voluntary Bodies, Other Defined Groups

Geography

- Leeds City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£192,580	£185,778	-	-
2024-03-31	£141,277	£138,252	-	-
2023-03-31	£143,844	£111,678	-	-
2022-03-31	£86,154	£81,146	-	-
2021-03-31	£102,920	£40,267	-	-

Trustees

Name	Role	Appointed
Katayoun Saemian	Chair	2012-11-22
ANDREW LYLE RATHBONE		2018-11-22
David Shindler		2025-01-29
Godefroid Rubomboza		2016-11-24
Louise Waite		2019-11-18
Luke Farley		2024-01-31
MAXMED HUSSEIN		2016-11-24
PRIA BHABRA		2016-11-24
Rohie Ndow		2025-01-29
TAURAI CHETENI		2008-10-04

LEEDS REFUGEE FORUM

England & Wales - Charity number 1160845

Accounts

Leeds Refugee Forum

Charity number 1160845

A company limited by guarantee number 06231434

Annual Report and Financial Statements **for the year ended 31 March 2025**



Leeds Refugee Forum

Annual Report and Financial Statements for the year ended 31 March 2025

Contents	Page
Trustees' report	2 to 13
Examiner's report	14
Statement of financial activities	15
Balance sheet	16
Notes to the accounts	17 to 22

Prepared by West Yorkshire Community Accountancy Service CIO

Leeds Refugee Forum

Trustees' report for the year ended 31 March 2025

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Katayoun Saemian	Chair	
Taurai Cheteni		
Louise Waite	Secretary	
Godefroid Rubomboza		
Andrew Rathbone		
Maxmed Hussein		
Pria Bhabra		
Haleh Jahanshahlou		Resigned 29 January 2025
Luke Farley		
Rohie Ndow		Appointed 29 January 2025
David Shindler		Appointed 29 January 2025
Charity number	1160845	Registered in England and Wales
Company number	06231434	Registered in England and Wales
Registered and principal address	Bankers	
One Community Centre	HSBC Bank plc	
Cromwell Street	PO Box 105	
Lincoln Green	33 Park Row	
Leeds	Leeds	
LS9 7SG	LS1 1LD	

Independent examiner

Simon Bostrom FCIE

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 30 Apr 2007. It is governed by a memorandum and articles of association which were amended by special resolution on 19 Aug 2014. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2025

Objectives and activities

The charity's objects

The Objects of the Charity, being for the benefit of the inhabitants of the Yorkshire and the Humber region, in particular Leeds, and in particular for the benefit of people who are refugees or asylum seekers, are:

The relief of need for refugees and asylum seekers and to advance them in life with a view to helping them develop their capacities and skills so that they may better participate in their community, in particular by providing advice, training, practical assistance and liaising with other organisations that can help achieve these aims

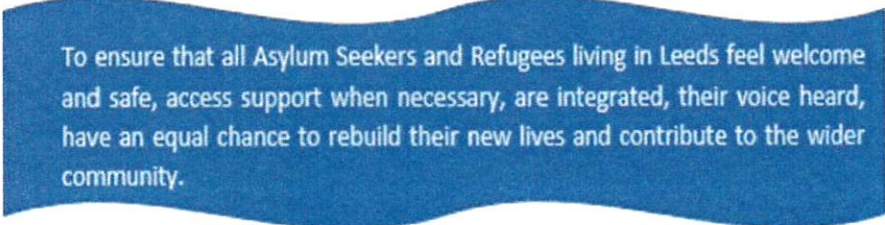
The advancement of education and training and the relief of unemployment,

The preservation and protection of health,

To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age infirmity of disability, financial hardship or social circumstances, in particular refugees, with the object of improving their condition of life,

The promotion of the voluntary sector for the public benefit by providing advice, information and services to refugee community organisations in Leeds.

Vision



To ensure that all Asylum Seekers and Refugees living in Leeds feel welcome and safe, access support when necessary, are integrated, their voice heard, have an equal chance to rebuild their new lives and contribute to the wider community.

Mission – In order to achieve its vision, LRF has as its mission:

1. To be the voice for refugees and refugee communities
2. To provide a resource for refugees and refugee communities

Leeds Refugee Forum works closely with the Leeds Migration Partnership to link our concerns and proposed activities to meetings in Leeds where topics are discussed and decisions are made. For example, housing, health and safety, employment and education. Our work helps the city to meet its vision of being a welcome and compassionate city.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2025

The charity's main activities

The Leeds Refugee Forum (LRF) is a refugee-led organisation committed to supporting refugees and asylum seekers as they begin new lives in our city. Despite facing social and economic disadvantages, refugees bring a wealth of experience, knowledge, expertise, and resourcefulness. LRF harnesses these skills to benefit refugees, asylum seekers, refugee communities, and the wider community. We identify, inspire, develop, encourage, and support members of the refugee community.

Strategic Role

Advocating for Refugees

- **Communicating Needs:** Ensuring that organisations and agencies respond effectively to refugee needs. **Raising Awareness:** Promoting understanding, empathy, and integration by improving awareness of refugee experiences.
- **Linking to Community Leaders:** Providing a reliable way to identify spokespeople, gather views, and disseminate information within and between communities.
- **Sharing Information:** Offering insights into refugee communities in Leeds, including their cultures and the organisations that support them.

Providing Resources

- **Accessing Services:** Acting as a conduit to various services available in Leeds.
- **Building Capacity:** Ensuring refugee communities have the necessary facilities and skills to support themselves.

This year, we focused on enhancing our capacity to meet the needs of our service users. Addressing safety issues within refugee communities, especially concerning children, was a priority. We also improved connectivity for asylum seekers in temporary accommodations by providing free SIM cards and lending tablets. These efforts ensured that those living in hotels and other temporary settings could stay connected and access vital services.

In summary, the Leeds Refugee Forum plays a crucial role in advocating for refugees, providing essential resources, and fostering a supportive community. Our work this year underscores our commitment to empowering refugees and asylum seekers, helping them integrate and thrive in Leeds.

Achievements and performance

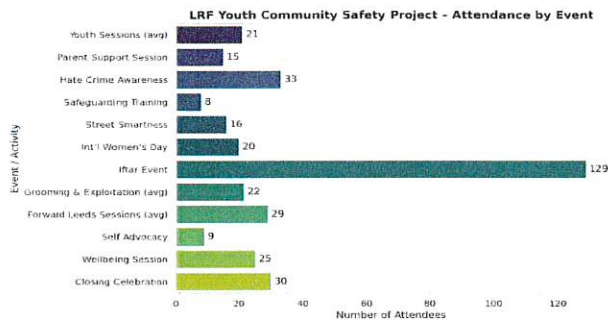
LRF Youth Community Safety Project – Activity Report

Overview

The LRF Youth Community Safety Project, funded by West Yorkshire Combined Authority and Leeds City Council, aimed to engage youth, parents, and residents across LS8, LS9, and LS10 to promote safety, prevent violence and exploitation, improve wellbeing, and foster leadership. Activities ran from August 2024 to July 2025, supported by two staff members, two volunteers, and six community representatives, with strong partnerships established with the police, local councils, and community organisations.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2025



Key Objectives Achieved

- **Raised awareness** of community safety issues, hate crime, and child exploitation.
- **Built leadership and civic responsibility** among youth through participatory planning and peer engagement.
- **Prevented risk behaviours** by providing safe spaces, sports, arts, and educational workshops.
- **Promoted inclusivity** via cultural events (Iftar, Refugee Week, International Women's Day).

- **Enhanced community cohesion** through direct engagement between youth, parents, police, and service providers.

Main Activities

- 1 **Youth Development Sessions** – 13 structured youth sessions covering topics such as cyberbullying, street safety, substance abuse prevention, sports, arts, and wellbeing.
- 2 **Parent Engagement** – Sessions including Youth Exploitation & Parent Support, fostering trust and reinforcing safety at home.
- 3 **Safety & Awareness Workshops** – Hate crime awareness, safeguarding training, and grooming/child exploitation sessions.
- 4 **Community Cultural Events** – Iftar, International Women's Day, and Refugee Week celebrations to strengthen cross-cultural understanding

Skill Building & Advocacy – Self-advocacy, wellbeing promotion, and volunteer training for community safety roles.

Partnerships & Contributors

- **Local Authorities:** Leeds City Council, West Yorkshire Police, Safer Leeds, Social Services.
- **Community & Youth Orgs:** Leeds Rhinos Foundation, Youth Association, Forward Leeds, National Hate Crime Society, Yorkshire Crime Watch, The Safe Project.
- **Support Agencies:** Voluntary Action Leeds (AV-L), (safeguarding certification), Beckett University (research input).

Impact

- Youth attendance grew from 8 to a capped 30 members, with significant parent involvement.
- Increased knowledge on crime prevention, substance misuse, and personal safety.
- Strengthened trust between community members and partner organizations.
- Improved youth engagement in positive, structured activities, reducing opportunities for anti-social behaviour.

Project Statistics

Conclusion

Over the course of 12 months, the LRF Youth Community Safety Project delivered over **25 events and sessions**, engaging **400+ cumulative participants** across diverse backgrounds. Through collaborative partnerships, targeted workshops, and inclusive community events, the project has built lasting connections between youth, parents, and safety agencies. Feedback strongly supports continuing the initiative to sustain positive outcomes and address ongoing safety concerns in LS8, LS9, and LS10.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2025

Leeds Refugee Week 2025 – Impact Report

Theme: Community as a Superpower

Leeds Refugee Week 2025 was a vibrant celebration of solidarity, sanctuary, and shared strength. Coordinated by Leeds Refugee Forum (LRF) in partnership with refugee-led organisations, community groups, and local partners, the week highlighted the cultural, social, and civic contributions of refugees and asylum seekers, while fostering inclusion and belonging.

The week began with a launch event co-hosted by Leeds City Council and the Gaia Group from Burmantofts and Richmond Hill, setting a tone of unity, pride, and mutual support.

A flagship highlight was the Refugee World Cup 2025, featuring over 24 football teams representing diverse communities and agencies. More than a competition, it was a joyful display of teamwork, resilience, and cross-cultural friendship.

Events Supporting Sanctuary & Wellbeing

LASSN Short Film Festival (19 June) – Refugees and asylum seekers shared powerful personal stories through film, promoting empathy and understanding.

Wellbeing in Community Workshop (19 June) – At One Community Centre, participants addressed mental health challenges and built peer-led support networks.

Film Screening & Art Workshop (19 June) – Life is Beautiful: A Letter to Gaza inspired dialogue and creative expression at St Luke's Church.

Artistic & Cultural Expressions

Whispers from Damascus (20 June) – In collaboration with Opera North, Syrian musicians shared moving performances exploring heritage and identity.

RETAS Art Exhibition – "Between Two Worlds" (20 June) – Refugee artists reflected on memory, transition, and belonging.

Family Flourish Day (22 June) – Hosted by Mafwa Theatre with partners including Chapel FM, Clowns Without Borders, and the Lincoln Greeners, this final celebration featured performances, workshops, food, and cross-community connection.

Impact & Legacy

Leeds Refugee Week 2025 reinforced the importance of refugee voices, creativity, and leadership in shaping the city's future. Events promoted sanctuary, built cross-cultural understanding, and supported mental wellbeing. Refugees and asylum seekers were not only participants but leaders—organising, performing, and sharing their experiences to inspire change.

The week affirmed that when communities stand together, embracing diversity and mutual respect, the community truly becomes a superpower.

ESOL Project Report – Leeds Refugee Forum

Scope & Objective

The ESOL programme at Leeds Refugee Forum supports refugees and migrants in developing essential English language skills for everyday life in the UK. Lessons cater to all levels, from complete beginners to intermediate learners, focusing on both spoken and written communication. Beyond language learning, the programme creates opportunities for social connection, cultural exchange, and community building.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2025

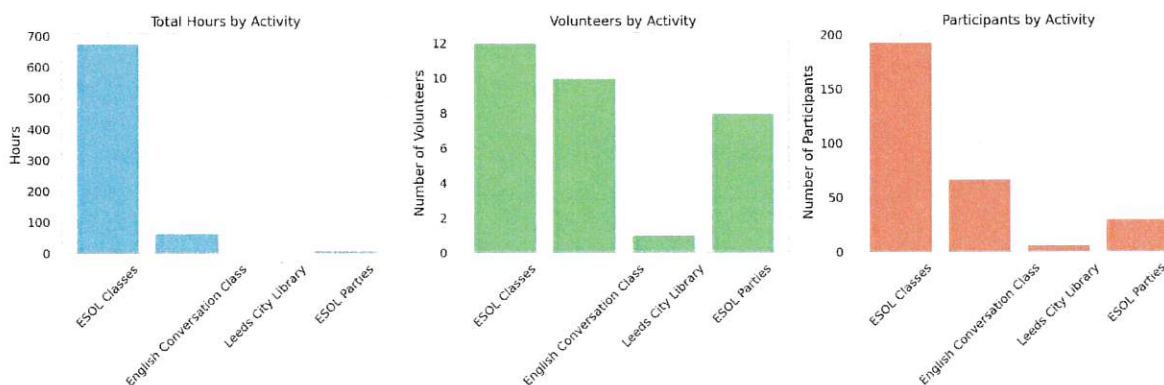
Addressing the Challenge

Language barriers remain one of the most significant obstacles to integration for newly arrived communities. The ability to communicate effectively impacts access to education, employment, healthcare, and social participation. The ESOL programme addresses this by providing structured, inclusive, and accessible classes, enabling learners to gain confidence, independence, and a stronger sense of belonging.

Inputs and Outputs

ESOL Classes: Delivered four days a week for 11 months, providing over 450 sessions (1.5 hours each). A total of 193 students participated, supported by 12 volunteers.

STAR Conversation Class: In partnership with the University of Leeds, 32 drop-in sessions (2 hours each) allowed 67 learners to practise speaking in an informal, supportive environment, with 10 volunteers involved.



Leeds City Library Visit: Six ESOL students explored the library, including staff-only areas, accompanied by 1 volunteer.

ESOL Parties: Two community celebrations for Christmas and Refugee Day engaged 30 participants, with help from 8 volunteers.

Impact

The ESOL programme has significantly improved language proficiency, social engagement, and cultural awareness among participants. It has helped learners gain the confidence to participate more actively in their communities, pursue education and work opportunities, and build supportive networks in Leeds.

Leeds Hardship Funds For Destitute Asylum Seekers

The Leeds and Yorkshire region has seen a marked rise in the number of destitute asylum seekers this year. While exact figures remain difficult to determine due to mobility, fear of deportation, and limited trust in official systems, the need for emergency assistance is clear. Many rely on refugee communities (RCOs) and fellow asylum seekers for temporary shelter, shared meals, and limited financial help — often leaving gaps in access to adequate food and healthcare.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2025

Purpose of the Fund

Each winter, the **Leeds Hardship Fund**, coordinated by a coalition of voluntary organisations, provides short-term financial aid to destitute asylum seekers with no income. Support is given in small payments — typically £25 per week for single adults or £40 for couples — for up to four weeks.

Administration & Partnerships

The Fund is overseen by the **Leeds Hardship Fund Steering Group**, which includes **PAFRAS, British Red Cross, Meeting Point, Solace, LASSN, and RETAS**. **Leeds Refugee Forum (LRF)** manages the administration, with crucial funding support from the **Leeds Christian Community Trust, LASSN and individuals**.

Impact

In 2024–2025, the Hardship Fund:

- Supported **104 people** (8 families, 82 single men, 14 single women)
- Delivered **302 payments**
- Distributed a total of **£7,430.00** in emergency aid

Conclusion

This fund has been a lifeline for those with no other means of support, helping to meet essential needs such as food, transport, and basic living costs during times of extreme hardship.

Well-being and Mental Health support

Art therapy has long been recognised as a powerful tool for supporting individuals who have experienced trauma, displacement, and isolation. Creative expression provides a safe, non-verbal outlet for processing difficult emotions, building resilience, and fostering social connections. Within the Leeds Refugee Forum Wellbeing Programme, art-based activities — alongside physical health initiatives and community events — have played a vital role in creating safe, inclusive spaces where participants can connect, heal, and grow together.

Programme Highlights

This year has been one of our busiest, delivering a diverse range of activities for both men and women in our community:

- **Mafwa Theatre Collaboration** – 25 creative workshops (Nov 2024 – Mar 2025), led by 5 professional artists, growing attendance from 3 to 20 participants.
- **Kirkgate Market Stall** – 12 days (Jul – Dec 2024) selling handmade crafts, building business skills and confidence.
- **Intouch Zumba & Massage Sessions** – Weekly Zumba and 4 monthly massage sessions (May 2025 – present), capping attendance at 12 due to high demand.



- **Men's Group with Leeds University** – 12 weekly sessions (Dec 2024 – Jan 2025) in music and theatre, with up to 8 attendees.
- **Mental Health Awareness Workshops** – 4 sessions (Jun – Jul 2025) with 25–30 participants.
- **Police & Social Services Talks** – 3 major sessions plus regular meetings, engaging 25–30 attendees.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2025

- **Cultural Events** – Community Iftar, Refugee Week celebrations, International Women’s Day, Christmas & Summer parties.
- **Student & Volunteer Support** – 6 skill-building workshops (Jun – Jul 2025).
- **Health Talks** – NHS visits (Oct 2024 – Feb 2025) with health checks and education.
- **Food Cohesion Project** – 6 cooking sessions sharing cultural dishes (Nov – Dec 2024).
- **Men’s Group Outreach with Local Barber** – Skills-sharing workshops.

Homework and GCSE Clubs

Creating a safe and inspiring learning environment for all

What We Do

The Leeds Refugee Forum (LRF) runs weekly Homework Clubs every Tuesday and Thursday for primary school children (Years 1–6) and a Saturday GCSE Club for secondary school students in Years 10 and 11. Each session is led by an LRF staff member and supported by dedicated volunteers.

Our clubs offer academic support in core subjects such as Maths, English, and Science, while also fostering social skills, confidence, and a sense of belonging within the local community of Lincoln Green and Burmantofts.

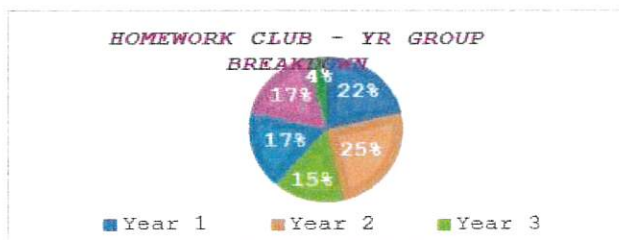
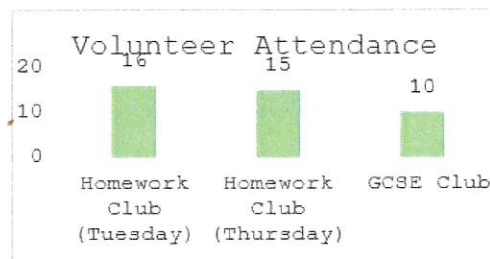
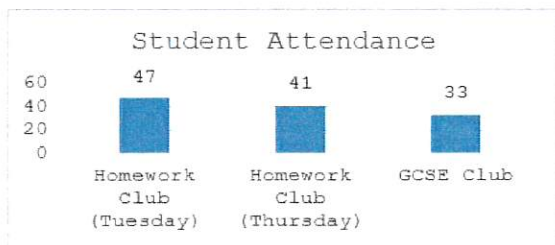
For primary children, creative activities like drawing and colouring are a regular feature, helping them express themselves and relax. At the end of each term, we celebrate achievements with parties filled with snacks, music, dancing, and games.

Student Attendance & Participation

In 2024–2025, we delivered:

- 63 Homework Club sessions (126 hours of learning)
- 31 GCSE Club sessions (62 hours of learning)

Across the year, we welcomed 25 new primary students and 13 new GCSE students into the clubs. Attendance has grown steadily, with both students and volunteers increasing in number.



Our Impact

The success of the clubs is built on the invaluable support of our volunteers and the ongoing encouragement from parents. The combination of academic help, emotional support, and community connection has made a tangible difference in the lives of our students.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2025

Key outcomes this year:

- Improved confidence and participation among students
- Stronger peer friendships and social skills
- Enhanced subject knowledge and study habits
- A safe, consistent, and welcoming space for young people to learn and grow

A massive thank you to all the tutors and support staff who have helped my children during their GCSE journey. I can't thank you all enough.

- Iva (Parent)

This year, Homework Club has been the highlight of each week. Thank you for creating such a great space.

- Hannah

Homework Club has been such a great support for my child, and he really enjoyed the classes. We're grateful for everything the team has done.

Looking Back, Moving Forward

The feedback we've received from parents, volunteers, and students reflects the warm, supportive, and educational environment we aim to provide. This has been a fantastic year of growth, and the progress we've seen inspires us to continue building on this momentum.

Our goal for next year is to expand our reach, supporting even more children to thrive both in school and in life.

Advocacy Service – Scope and Impact

Our Advocacy Service supports vulnerable, newly arrived refugees, asylum seekers, and local residents facing barriers to accessing information and services. We provide help with navigating UK systems, both in English and through interpreters, ensuring language and cultural barriers do not prevent people from getting the support they need.

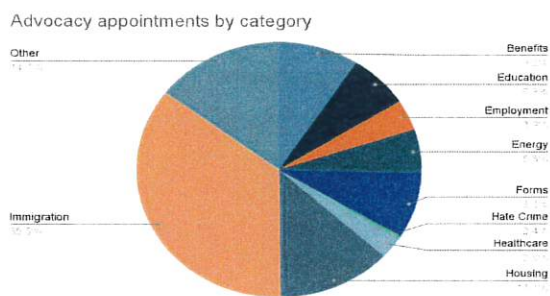
Advocacy appointments run alongside our ESOL and wellbeing classes, making it easier for participants to access advice. Our trained staff and volunteers work closely with Refugee Community Organisations and other partners in Leeds to connect clients to the right services.

Through the Advocacy Support Fund from Advonet and Disrupt, we actively recruit staff and volunteers with relevant language skills. Currently, we have 3 part-time advocacy staff and 8 active volunteers, including speakers of Tigrinya, Arabic, and Kurdish Sorani. We also maintain a bank of interpreters and provide ongoing training to ensure volunteers feel confident in delivering appointments.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2025

Our partnerships with the DWP Social Justice Outreach team, Manuel Bravo, CCAB, Employment Hubs, and other refugee organisations strengthen our ability to meet client needs. The service also forms part of our volunteering programme, harnessing the skills of community leaders and involving them directly in project delivery.



LRF is now an Immigration Advice Accreditation (IAA) registered organisation, with 3 advisers accredited at Level 1 in Asylum & Immigration. We are working with partners to expand capacity for immigration advice in Leeds.

Since July 2024, we delivered 544 advocacy drop-in appointments, a significant increase from 370 in 2023. The majority were related to eVisas and extension eVisas for Ukrainian refugees, reflecting the urgent demand for this support. By providing this service, we have enabled hundreds of individuals to maintain legal status, access benefits, secure housing, and engage fully in their communities.

This growth demonstrates both the increasing need for advocacy and the trust placed in our service. The impact is clear: our work helps people overcome systemic barriers, build confidence, and access the opportunities necessary to rebuild their lives in the UK.

Digital Inclusion Support

Enhancing Digital Inclusion for Asylum Seekers and Refugees

The Leeds Refugee Forum (LRF) is building on its existing project of distributing SIM cards and lending tablets to asylum seekers and refugees. The proposed improvements will expand our reach to more individuals in need, ensuring better connectivity and stronger integration into the Leeds community.

Alongside device and SIM card provision, the project will deliver digital literacy training, enabling beneficiaries to maximise the benefits of the technology. This will help individuals overcome isolation, access essential services, and participate fully in community life.

Impact so far:

Total SIM cards distributed since 2 July 2024: 942

Countries of origin represented: 47 (including Turkey, Somalia, Iran, Iraq, Afghanistan, Nigeria, Yemen, Sudan, South Sudan, Eritrea, Ethiopia, Palestine, Bangladesh, Egypt, Cameroon, South Africa, Pakistan, India, Liberia, Morocco, Albania, Georgia, Zimbabwe, Sierra Leone, Botswana, Ukraine, Algeria, Rwanda, Jordan, Kuwait, Tajikistan, Guinea, Congo, Namibia, Nicaragua, Vietnam, Eritrea, Saudi Arabia, Sri Lanka, Mali, and Tunisia).

This initiative aligns with LRF's strategic objectives to support, empower, and integrate individuals into life in the UK, fostering an inclusive and understanding community.

Smartphone Access Project – Impact Summary

Leeds Refugee Forum (LRF) successfully delivered a grant-funded project by 100% digital, providing 110 free smartphones to destitute asylum seekers, Asylum Seekers and refugees on benefits who could not afford one. The initiative kept participants connected to essential services, support networks, and loved ones. Alongside this, LRF enhanced its registration and verification system to ensure fair access, expanded SIM card and tablet distribution to more community groups, and loaned tablets to individuals engaged in education. We ran 36 digital literacy sessions, 107 people attended, enabling beneficiaries to confidently use smartphones, tablets, and laptops, and supported many in completing E-visa applications with the help of community leaders. Multilingual instructional materials ensured inclusivity for our diverse community. This project significantly improved digital access, reduced isolation, and empowered refugees and asylum seekers to participate more fully in education, communication, and everyday life.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2025

Digital Inclusion – Tech Lending Project

This project, led by Leeds Refugee Forum (LRF) in partnership with Temporary Accommodations (TAs), (Unaccompanied minors, foster carers, and families in refuge accommodation) and aimed to lend tablets and deliver digital skills sessions to residents across Leeds. The initiative addressed a critical need for migrants and refugees, as access to education, services, and communication increasingly depends on being online. Participants developed essential digital skills, gained confidence navigating virtual platforms, and became more independent in accessing services and educational resources. The project also provided opportunities for leisure and social connection, contributing to improved mental health and well-being. Although the initial phase has ended, the work continues with 97 tablets now actively used by youth groups and families. This ongoing access to technology remains vital, empowering individuals to participate in education, connect with their communities, and fully engage in the digital world.

Kompasi Project

In June, we launched Kompasi, a platform that provides not only a directory of organisations but also a comprehensive source to find services offered by those organisations. Kompasi is aimed primarily at people supporting individuals in our sector, but may be accessed by anyone seeking help. Organisations can manage their own listings directly and have the option to indicate capacity, meaning that where capacity is reaching its limit, individuals can access other services to ensure they are supported effectively. We are still mapping all the services available across Leeds and West Yorkshire, but we are off to a great start. Another aspect of Kompasi is the secure referral system, where organisations can log in to securely send referrals between one another. This is something we are currently developing with input from local organisations in West Yorkshire.



Meki's story: Advocacy for Migrant Communities in Leeds Meki came to us as a client in 2023 when he needed support understanding a letter. Meki says of LRF "This is like my second home!" He really appreciated the help and support, so much so that he now volunteers with us to support others from his community.

Financial review

The net income for the year was £36,667, including net income of £18,432 on unrestricted funds and net income of £18,235 on restricted funds.

Reserves policy

The reserves policy is:

- i) to maintain minimum reserves sufficient to cover 3 months operating expenditure.
- ii) if | from last year
- iii) to adopt a target for the time being of accumulating sufficient reserves to cover at least 6, and up to 12, months operating expenditure.

The charity's free reserves, excluding fixed assets, at the year end were £72,582.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2025

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 6.10.2025

Signed:  (Trustee)

Name: Katayoun Saemiao

Leeds Refugee Forum

Independent examiner's report to the trustees of Leeds Refugee Forum

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2025, which are set out on pages 15 to 22.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Simon Bostrom FCIE

9/10/2025

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Leeds Refugee Forum
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2025

	Notes	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
Income from:					
Grants and donations	(2)	25,082	161,163	186,245	138,416
Donated services	(3)	2,730	-	2,730	2,730
Fees and charges		3,021	-	3,021	131
Other income		584	-	584	-
Total income		31,417	161,163	192,580	141,277
Expenditure on:					
Salaries, NIC and pensions	(4)	8,253	86,831	95,084	94,198
Payroll fees		1,478	84	1,562	1,345
Donated services		2,730	-	2,730	2,730
Donations and grants paid out	(5)	-	33,092	33,092	14,120
Volunteer expenses		368	1,829	2,197	3,911
Utilities		1,656	2,236	3,892	5,144
Printing, postage and stationery		776	1,113	1,889	2,222
Telephone and Internet		25	1,699	1,724	1,094
Insurance		-	246	246	220
Independent examination		270	990	1,260	990
Equipment and materials		155	1,317	1,472	433
Food and refreshments		62	576	638	509
Cleaning, repairs and maintenance		-	594	594	657
Travel and transport		7	182	189	268
Website		-	14	14	132
Membership fees		67	50	117	117
Other office costs		-	34	34	122
Bank Charges		22	162	184	215
Depreciation		628	-	628	1,304
IT and software		50	884	934	880
Activities		857	4,414	5,271	7,641
Venue hire		-	2,095	2,095	-
Training and staff development		-	67	67	-
Total expenditure		17,404	138,509	155,913	138,252
Net income / (expenditure)		14,013	22,654	36,667	3,025
Transfers between funds	(6)	4,419	(4,419)	-	-
Net movement in funds		18,432	18,235	36,667	3,025
Fund balances brought forward		54,762	94,349	149,111	146,086
Fund balances carried forward	(6)	73,194	112,584	185,778	149,111

All incoming resources and resources expended derive from continuing activities.

Leeds Refugee Forum

Balance sheet

as at 31 March 2025

	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(7) 612	-	612	1,240
Total fixed assets	<u>612</u>	<u>-</u>	<u>612</u>	<u>1,240</u>
Current assets				
Debtors and prepayments	(8) 53	1,890	1,943	35
Cash at bank and in hand	(9) 73,789	110,694	184,483	148,868
Total current assets	<u>73,842</u>	<u>112,584</u>	<u>186,426</u>	<u>148,903</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(10) 1,260	-	1,260	1,032
Total current liabilities	<u>1,260</u>	<u>-</u>	<u>1,260</u>	<u>1,032</u>
Net current assets / (liabilities)	<u>72,582</u>	<u>112,584</u>	<u>185,166</u>	<u>147,871</u>
Net assets	<u>73,194</u>	<u>112,584</u>	<u>185,778</u>	<u>149,111</u>
Funds				
Unrestricted funds	73,194	-	73,194	54,762
Restricted funds	-	112,584	112,584	94,349
Total funds	<u>73,194</u>	<u>112,584</u>	<u>185,778</u>	<u>149,111</u>

For the year ending 31 March 2025 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on

Signed:  (Trustee)

Name: KATAYOUN SAEMIAN

Leeds Refugee Forum

Notes to the accounts

for the year ended 31 March 2025

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Donated goods for resale are valued at the amount actually realised upon their sale.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Computer Equipment: Over 3 Years

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Leeds Refugee Forum
Notes to the accounts continued
for the year ended 31 March 2025

2 Grants and donations	2025		2024	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Disrupt Foundation	-	26,502	26,502	30,000
Leeds Asylum Seekers Support Network	-	300	300	300
Leeds Christian Community Trust (LCCT)	-	13,200	13,200	13,950
Leeds City Council (LCC)	-	36,594	36,594	3,969
Leeds Community Foundation	-	10,050	10,050	-
Leeds Older Peoples Forum (LOPF)	-	9,400	9,400	5,000
Manuel Bravo Project	-	7,478	7,478	3,839
Mawfa Theatre	-	3,779	3,779	-
PAFRAS Leeds	-	1,500	1,500	-
The Blue Thread	15,000	-	15,000	-
The Tilehouse Trust	2,000	-	2,000	-
Tudor Trust	-	47,000	47,000	42,000
Advonet	-	-	-	4,750
Hubbub Foundation	-	-	-	17,100
Manuel Bravo Project	-	-	-	3,639
Other donations	8,082	5,360	13,442	13,869
	<u>25,082</u>	<u>161,163</u>	<u>186,245</u>	<u>138,416</u>

3 Donated services

The Forum was not charged rent of the One Community Centre during the year. The value of these donated services has been estimated as £2,730 (2024 £2,730).

4 Staff costs and numbers

	2025	2024
	£	£
Gross salaries	92,489	91,540
Social security costs	4,710	5,019
Employment allowance	(4,710)	(5,000)
Pensions	2,595	2,639
	<u>95,084</u>	<u>94,198</u>

The average number of employees during the year was 9.3, being an average of 3.4 full time equivalent (2024: 7.5, 3.1 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2025	2024
	£	£
Costs of the scheme to the charity for the year	2,595	2,639
Amount of any contributions outstanding at the year end	-	-

Leeds Refugee Forum
Notes to the accounts continued
for the year ended 31 March 2025

5 Grant making	2025	2024	2025	2024
	Grants to institutions	Grants to institutions	Grants to individuals	Grants to individuals
Project or activity	£	£	£	£
Hardship fund - cash donations	-	-	4,660	7,795
Household support fund - cash donations	-	-	2,870	2,075
Household support fund - gift cards	-	-	2,500	-
Wellbeing support fund - gift cards	-	-	5,485	-
Leeds Rhinos Foundation	2,000	-	-	-
The Youth Association	2,000	-	-	-
Equipment donated to beneficiaries	-	-	13,577	-
Total	4,000	-	29,092	9,870

6 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Manuel Bravo Project	72	4,500	1,710	-	2,862
Advonet	4,629	-	4,629	-	-
Manuel Bravo Project	805	7,478	4,857	-	3,426
Mafwa Theatre CIC	-	3,779	3,779	-	-
Community Cohesion	6,235	-	170	-	6,065
Disrupt Foundation	15,064	26,502	25,057	-	16,509
Hardship Fund	15,574	6,860	4,720	(1,029)	16,685
Homework Club	369	-	369	-	-
LCCT Household Support Fund	6,000	18,200	5,370	(2,730)	16,100
LCC Inner East Committee	89	-	89	-	-
LCF	-	10,050	2,087	-	7,963
Redundancy Reserve	1,553	-	-	-	1,553
Refugee Week	3,098	1,050	809	-	3,339
Hubbub Foundation	16,021	-	7,808	-	8,213
Tudor Trust	16,432	42,000	38,748	-	19,684
LCC Ukraine Project	1,181	-	1,181	-	-
LCC 100% Digital	-	14,000	13,990	-	10
LCC Safety Project	-	16,244	11,069	-	5,175
LOPF	7,214	4,400	10,954	(660)	-
MICE	13	1,100	1,113	-	-
Tudor Trust	-	5,000	-	-	5,000
	94,349	161,163	138,509	(4,419)	112,584

Leeds Refugee Forum
Notes to the accounts continued
for the year ended 31 March 2025

Fund name	Purpose of restriction
Manuel Bravo Project	Advocacy support for the refugee community.
Advonet	For running costs.
Manuel Bravo Project	For community activities (additional Tudor Trust funding).
Mafwa Theatre CIC	Towards the Art Club for women's groups in Lincoln Green.
Community Cohesion	For community activities (additional Tudor Trust funding).
Disrupt Foundation	Towards core support.
Hardship Fund	Funding from PAFRAS, LASSN and Leeds Christian Community Trust to support destitute asylum seekers in Leeds.
Homework Club	For pupils from refugee background and new arrivals to support them in English, Maths and Science.
LCCT Household Support Fund	Towards household support costs.
LCC Inner East Committee	Towards the Christmas party celebration for the Women Well-being group.
LCF	Towards basic digital literacy workshops.
Redundancy Reserve	Redundancy reserve for staff transferred at the incorporation date.
Refugee Week	Towards the costs of the annual Refugee Week events.
Hubbub Foundation	Tech Lending Project – Tablets for Temporary Accommodations.
Tudor Trust	Towards core costs including the salaries of the Director and an office
LCC Ukraine Project	Ukrainian Refugee Community Support Project.
LCC 100% Digital	£4,000 allocated for the purchase of digital equipment to support IT training, and £10,000 allocated for the purchase of smartphones to be distributed to people in need, including asylum seekers.
LCC Safety Project	Supporting refugee and migrant young people to stay safe from grooming and gang involvement.
LOPF	Towards Women's group activities.
MICE	Towards a variety of community events, including Christmas, Ramadan Iftar, and International Women's Day celebrations.
Tudor Trust	Towards community cohesion through supporting staff, volunteers, and community leaders.

The transfers relate to a contribution towards overhead costs except for the Knowledge project and 100% digital which relate to the purchase of fixed assets for the general purposes of the charity.

7 Tangible assets

	Computer equipment	Total
<u>Cost</u>	£	£
At 1 April 2024	5,675	5,675
Additions	-	-
At 31 March 2025	<u>5,675</u>	<u>5,675</u>
<u>Depreciation</u>		
At 1 April 2024	4,435	4,435
Charge for year	628	628
At 31 March 2025	<u>5,063</u>	<u>5,063</u>
<u>Net book value</u>		
At 31 March 2025	<u>612</u>	<u>612</u>
At 31 March 2024	<u>1,240</u>	<u>1,240</u>

Leeds Refugee Forum
Notes to the accounts continued
for the year ended 31 March 2025

8 Debtors and prepayments	2025	2024
	£	£
Debtors	-	-
Prepayments	53	35
	<u>1,943</u>	<u>35</u>

9 Cash at bank and in hand	2025	2024
	£	£
Cash at bank	183,765	146,844
Cash in hand	718	2,024
	<u>184,483</u>	<u>148,868</u>

10 Creditors and accruals	2025	2024
	£	£
Creditors	-	-
Accruals	1,260	1,032
	<u>1,260</u>	<u>1,032</u>

11 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £44,632 (previous year: £49,045).

Funds held as agent	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Refugee Community Organisations	75	1,752	-	1,827
The Knowledge Project CIC	-	11,416	9,628	1,788
	<u>75</u>	<u>13,168</u>	<u>9,628</u>	<u>3,615</u>

Fund name

Refugee Community
Organisations

Additional information

Funds held on behalf of individual refugee community organisations.

Leeds Refugee Forum

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2025

	2025 Unrestricted funds £	2024 Unrestricted funds £	2025 Restricted funds £	2024 Restricted funds £	2025 Total funds £	2024 Total funds £
Income						
Grants and donations	25,082	9,213	161,163	129,203	186,245	138,416
Donated services	2,730	2,730	-	-	2,730	2,730
Fees and charges	3,021	131	-	-	3,021	131
Other income	584	-	-	-	584	-
Total income	31,417	12,074	161,163	129,203	192,580	141,277
Expenditure						
Salaries, NIC and pensions	8,253	36	86,831	94,162	95,084	94,198
Payroll fees	1,478	1,345	84	-	1,562	1,345
Donated services	2,730	2,730	-	-	2,730	2,730
Donations and grants paid out	-	-	33,092	14,120	33,092	14,120
Volunteer expenses	368	433	1,829	3,478	2,197	3,911
Utilities	1,656	1,835	2,236	3,309	3,892	5,144
Printing, postage and stationery	776	-	1,113	2,222	1,889	2,222
Telephone and Internet	25	575	1,699	519	1,724	1,094
Insurance	-	-	246	220	246	220
Independent examination	270	-	990	990	1,260	990
Equipment and materials	155	-	1,317	433	1,472	433
Food and refreshments	62	-	576	509	638	509
Cleaning, repairs and maintenance	-	-	594	657	594	657
Travel and transport	7	169	182	99	189	268
Website	-	-	14	132	14	132
Membership fees	67	-	50	117	117	117
Other office costs	-	10	34	112	34	122
Bank Charges	22	129	162	86	184	215
Depreciation	628	1,304	-	-	628	1,304
IT and software	50	44	884	836	934	880
Activities	857	22	4,414	7,619	5,271	7,641
Venue hire	-	-	2,095	-	2,095	-
Training and staff development	-	-	67	-	67	-
Total expenditure	17,404	8,632	138,509	129,620	155,913	138,252
Net income / (expenditure)	14,013	3,442	22,654	(417)	36,667	3,025
Transfers between funds	4,419	3,560	(4,419)	(3,560)	-	-
Net movement in funds	18,432	7,002	18,235	(3,977)	36,667	3,025
Fund balances brought forward	54,762	47,760	94,349	98,326	149,111	146,086
Fund balances carried forward	73,194	54,762	112,584	94,349	185,778	149,111

LEEDS REFUGEE FORUM

England & Wales - Charity number 1160845

Accounts

Leeds Refugee Forum

Charity number 1160845

A company limited by guarantee number 06231434

Annual Report and Financial Statements **for the year ended 31 March 2024**



Leeds Refugee Forum

Annual Report and Financial Statements for the year ended 31 March 2024

Contents	Page
Trustees' report	2 to 15
Examiner's report	16
Statement of financial activities	17
Balance sheet	18
Notes to the accounts	19 to 24

Prepared by West Yorkshire Community Accountancy Service CIO

Leeds Refugee Forum

Trustees' report for the year ended 31 March 2024

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Katayoun Saemian	Chair	
Godefroid Rubomboza	Treasurer	
Taurai Cheteni		
Andrew Rathbone		
Maxmed Hussein		
Pria Bhabra		
Louise Waite	Secretary	
Haleh Jahanshahlou		
Naima Mohamed		Resigned 31 January 2024
Fatemeh Khansalar		Resigned 31 January 2024
Luke Farley		Appointed 31 January 2024
Charity number	1160845	Registered in England and Wales
Company number	06231434	Registered in England and Wales

Registered and principal address	Bankers
One Community Centre Cromwell Street Lincoln Green Leeds LS9 7SG	HSBC Bank plc PO Box 105 33 Park Row Leeds LS1 1LD

Independent examiner

Simon Bostrom FCIE

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 30 Apr 2007. It is governed by a memorandum and articles of association which were amended by special resolution on 19 Aug 2014. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2024

Objectives and activities

The charity's objects

The Objects of the Charity, being for the benefit of the inhabitants of the Yorkshire and the Humber region, in particular Leeds, and in particular for the benefit of people who are refugees or asylum seekers, are:

The relief of need for refugees and asylum seekers and to advance them in life with a view to helping them develop their capacities and skills so that they may better participate in their community, in particular by providing advice, training, practical assistance and liaising with other organisations that can help achieve these aims

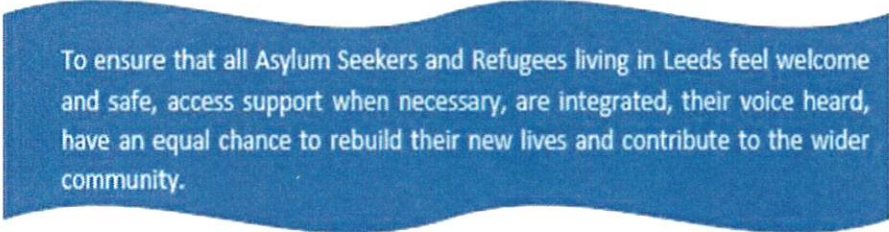
The advancement of education and training and the relief of unemployment,

The preservation and protection of health,

To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age infirmity of disability, financial hardship or social circumstances, in particular refugees, with the object of improving their condition of life,

The promotion of the voluntary sector for the public benefit by providing advice, information and services to refugee community organisations in Leeds.

Vision



To ensure that all Asylum Seekers and Refugees living in Leeds feel welcome and safe, access support when necessary, are integrated, their voice heard, have an equal chance to rebuild their new lives and contribute to the wider community.

Mission – In order to achieve its vision, LRF has as its mission:

1. To be the voice for refugees and refugee communities
2. To provide a resource for refugees and refugee communities

Leeds Refugee Forum works closely with the Leeds Migration Partnership to link our concerns and proposed activities to meetings in Leeds where topics are discussed and decisions are made. For example, housing, health and safety, employment and education. Our work helps the city to meet its vision of being a welcome and compassionate city.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2024

The charity's main activities

The Leeds Refugee Forum (LRF) is a refugee-led organisation committed to supporting refugees and asylum seekers as they begin new lives in our city. Despite facing social and economic disadvantages, refugees bring a wealth of experience, knowledge, expertise, and resourcefulness. LRF harnesses these skills to benefit refugees, asylum seekers, refugee communities, and the wider community. We identify, inspire, develop, encourage, and support members of the refugee community.

Strategic Role

Advocating for Refugees

- **Communicating Needs:** Ensuring that organisations and agencies respond effectively to refugee needs. **Raising Awareness:** Promoting understanding, empathy, and integration by improving awareness of refugee experiences.
- **Linking to Community Leaders:** Providing a reliable way to identify spokespeople, gather views, and disseminate information within and between communities.
- **Sharing Information:** Offering insights into refugee communities in Leeds, including their cultures and the organisations that support them.

Providing Resources

- **Accessing Services:** Acting as a conduit to various services available in Leeds.
- **Building Capacity:** Ensuring refugee communities have the necessary facilities and skills to support themselves.

This year, we focused on enhancing our capacity to meet the needs of our service users. Addressing safety issues within refugee communities, especially concerning children, was a priority. We also improved connectivity for asylum seekers in temporary accommodations by providing free SIM cards and lending tablets. These efforts ensured that those living in hotels and other temporary settings could stay connected and access vital services.

In summary, the Leeds Refugee Forum plays a crucial role in advocating for refugees, providing essential resources, and fostering a supportive community. Our work this year underscores our commitment to empowering refugees and asylum seekers, helping them integrate and thrive in Leeds.

Achievements and performance

The Leeds Refugee Forum (LRF) plays a vital role in supporting refugees and asylum seekers in Leeds. This report illustrates the diversity of provisions provided by LRF and highlights the outstanding efforts of our dedicated staff and volunteers.

Integration Efforts:

LRF offers English for Speakers of Other Languages (ESOL) classes and development opportunities for both children and adults, enabling them to achieve their full potential.

Inputs and Outputs

Our committed staff and volunteers are the backbone of LRF. Their tireless efforts ensure the smooth delivery of our programs and services. From teaching ESOL classes to providing development workshops, their work has a profound impact on the lives of refugees and asylum seekers.

Program Impact

ESOL Classes: Hundreds of refugees and asylum seekers have improved their English language skills, enhancing their ability to integrate into the community, access employment opportunities, mainstream services and bilingual advocacy support.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2024

Development Workshops: Children and adults have participated in a variety of workshops, gaining valuable skills and knowledge that contribute to their personal and professional growth.

Community Engagement

Our staff and volunteers have successfully organised numerous events and activities that foster community engagement and cultural exchange, promoting understanding and empathy between refugees and the wider community.

In summary, the fantastic work done by LRF's staff and volunteers has significantly contributed to the successful integration and empowerment of refugees and asylum seekers in Leeds. Their dedication and hard work ensure that our service users have the resources and support they need to thrive in their new community.

English for Speaking for Other Language (ESOL) Project at Leeds Refugee Forum (LRF) equips learners with essential English language skills for everyday life in the UK. Additionally, it serves as a wonderful opportunity for individuals to meet new people and engage with the community.

The goal of Leeds Refugee Forum is to offer classes catering to all proficiency levels, from beginners with little to no English knowledge to intermediate speakers. This includes a weekly self-study group and a drop-in University of Leeds STAR English Conversation Class, which helps students practice their conversational skills.



Addressing the English language barrier is crucial for refugees and immigrants, as effective communication is vital for daily interactions and integration into society. By offering informal education through English language teaching, the Leeds Refugee Forum aims to bridge this gap and facilitate smoother communication and interaction in various settings.

Project Activities and Achievements

Throughout the project's duration, several key activities were conducted:

ESOL Classes: Offered both in-person and online, catering to non-speakers, beginners, pre-intermediate, and intermediate learners. Classes run four days a week, year-round, excluding school holidays. Currently, there are 885 enrolled students and 56 volunteers.

STAR English Conversation Class: A drop-in session hosted in collaboration with the University of Leeds,

Leeds City Library Tour: Organised for six ESOL students on June 30, 2023, offering a behind-the-scenes tour facilitated by one volunteer.

ESOL Parties: Special events for the Christmas holiday season and Refugee Week, attended by 50 people.

Volunteer Engagement

As part of the volunteer experience program, various volunteers were engaged across different class levels. Non-Speaker Class, Beginner Class, Pre-Intermediate Class and Intermediate Class.

ESOL Classes: 11 months, 450 sessions (1.5 hours each), totalling 675 hours, involving 56 volunteers and 885 participants.

Students Action for Refugees (STAR) English Conversation Class: 32 sessions (2 hours each), totalling 64 hours, involving 10 volunteers and 67 participants.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2024

Leeds City Library Tour: 2 hours, involving 1 volunteer and 6 participants.

ESOL Parties: 8 hours, involving 8 volunteers and 50 participants.

The ESOL project has significantly impacted the community by providing essential language skills and fostering a sense of belonging among participants. The statistics and activities reflect the project's scope, reach, and the dedicated involvement of volunteers and participants.

The diagram above illustrates the key statistics of the ESOL project, highlighting the number of sessions, total hours, volunteers involved, and participants for each activity.

Homework Club & GCSE Support

Weekly Hours

Homework Club: Approximately 4 hours per week (Tuesday 4:30 pm-6:00 pm, Thursday 4:30 pm-6:00 pm)

GCSE Support: Approximately 2 hours per week (Saturday 10:00 am-12:00 pm)

Summary

The Homework Club and GCSE support sessions provide vital educational assistance and community building for students. The Homework Club, catering to children from year 1 to year 6, focuses on English and Maths while offering a supportive and enjoyable environment. Activities include games and quizzes that help children develop social skills and form friendships. Held every Tuesday and Thursday during term time, these sessions are supported by dedicated volunteers.

The GCSE support group operates on Saturday mornings, targeting year 10 and year 11 students as well as mature learners. These sessions offer focused, personalised support for GCSE Maths, English, and Science, allowing students to choose their study topics. The group also fosters teamwork among students.

Beneficiary Count

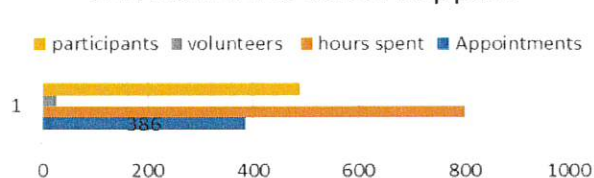
The Homework Club registered approximately 80 students for the June 2023/June 2024 period, doubling from the previous year. Consistent retention has led to noticeable improvements in students' confidence, social skills, and academic abilities. The sessions also provide free childcare, enabling parents to connect and support one another.

The GCSE support group has around 30 registered users, primarily aged 14-16, with a separate section for mature students. Although retention fluctuates due to exam completions, recent sessions have focused on one-to-one tutoring for year 10 students. Additionally, Saturday sessions now offer ESOL level 2 and 3 support for young Ukrainian students, enhancing their English skills.

Volunteer Involvement

Volunteers are integral to these programs. The Homework Club's WhatsApp group includes 31 volunteers, with 5-6 attending regularly. Volunteers assist with academic tasks, games, quizzes, and special activities like Refugee Week celebrations. Their interaction with students significantly boosts the children's confidence and social skills.

Homework & GCSE support



For the GCSE support, retired professors and teachers volunteer, providing specialised knowledge. Collaborations with other project officers have led to tailored support, such as recruiting a translator for students who speak English as a second language.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2024

Project Outcomes

The sessions have led to improved academic performance and positive feedback from parents. Mature students in the GCSE support group have appreciated the tailored revision materials, which have bolstered their exam confidence. The incorporation of well-being activities alongside educational support has encouraged students to celebrate their achievements and strengths, boosting engagement and motivation. Wellbeing checks, where children discuss their interests and strengths, have further enhanced their motivation.

Overall, these sessions have not only fostered academic growth but also nurtured a supportive community, promoting both educational and personal development for all participants.

Leeds Refugee Forum: Bilingual Advocacy Service Report

Weekly Hours:

DWP Social Justice Team: 6 hrs/week (Mon 10am-4pm) for benefits advice

Advocacy: 16 hrs/week (Tues-Fri), with 2 staff members each working 12 hrs/week.

Volunteer Involvement:

Active Volunteers: 7 volunteers providing 1:1 advocacy support, 4-6 hrs/week or ad hoc. Languages: Arabic, Tigrinya, Kurdish Sorani, Azerbaijani, German, French.

Community Interpreters: 20 additional volunteers available as needed, speaking languages including Ukrainian, Turkish, Amharic, Italian, Spanish, Russian, Pashto, Farsi, Dari, and Urdu.

Overview:

Leeds Refugee Forum's Bilingual Advocacy Service assists refugees, asylum seekers, and local community members in accessing services and engaging with organisations. Our advocates ensure clients' voices are heard and rights are upheld, assisting with:

- Completing forms
- Contacting service providers
- Accessing health and education services
- Housing and welfare issues
- Complaints and local government contacts
- Reporting hate crimes

Impact:

Service Usage: From June 2023 to May 2024, 386 appointments, up from 318 the previous year.

Volunteer Growth: Increased from 2 to 7 active volunteers, with improved training and support, including courses from Advonet, Voluntary Action Leeds, and Refugee Action.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2024



OISC Registration: Now registered to provide Level 1 Asylum and Protection advice, with plans to expand to Level 1 Immigration. Two staff and one volunteer are registered, with more training underway.

Client Feedback: Positive feedback highlights gratitude for face-to-face support and assistance with overcoming language, cultural, and system barriers.

Overall, the service has seen increased capacity and volunteer involvement, contributing to significant support for the community.

Tech Lending Project

Overview:

The Tech Lending Project aimed to address digital isolation by providing tablets, mobile data, and digital skills sessions to people in temporary accommodation. Officially concluded in 2024, the Leeds Refugee Forum continues to run the project as a Tablet Lending Bank with 200 tablets. The project collaborates with 13 organizations in Leeds supporting asylum seekers and refugees.

Service Provision:

As of June 2024, 172 tablets are in use, with 14 broken or lost, and 14 available for lending.

Impact:

The project improved digital access for vulnerable individuals, including unaccompanied young refugees, women seeking asylum, abuse victims, and asylum seekers in hotels. The tablets enabled educational pursuits, and housing applications, and facilitated communication with family and friends. Participants showed enthusiasm and gratitude, fostering community and self-sufficiency.

Issues:

Communication with several partner organisations, such as Palm Cove Society, RETAS, and WEAM FAIA, has been challenging due to staff changes. This has led to missing tablets and necessitated an investigation by a new staff member to track down the devices and recruit new participants.

Phone Line Support Project

Overview:

The Phone Line Support Project runs two weekly SIM Card Drop-ins for refugees and asylum seekers in Leeds. The SIM cards, provided by the Good Things Foundation's National Digital Inclusion project, offer 25GB of data, unlimited calls, and unlimited texts monthly.

Service Provision:

From June 2023 to June 2024, 715 service users received SIM cards and vouchers, enhancing digital inclusion, saving money, and improving access to online services, jobs, and education.

Issues:

Some service users lost their phones or SIM cards but were unable to receive replacements due to policy restrictions. Others ran out of data mid-month and were reminded of their plan's limits and next voucher dates.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2024

Conclusion

Both projects have significantly impacted digital inclusion for vulnerable individuals, promoting education, self-reliance, and community connections. Despite challenges in communication and resource management, the projects have provided crucial support and demonstrated the importance of continued digital access initiatives.

Social Media and Graphic Design

Beneficiary Count: Over 6000 monthly online views

Importance of Social Media:

Social media is essential for raising awareness, fundraising, advocacy, and direct assistance for our organisation. Platforms like Facebook and Twitter allow us to educate the public and share refugees' personal stories, providing timely updates during crises to drive urgent actions. Social media also facilitates targeted donation campaigns, connecting with local communities to request specific items such as clothing and household goods, often pairing users with donors within days. This contributes to a zero-waste society and strengthens community bonds.

Cost-effective compared to traditional media, social media allows us to allocate more funds to our activities. It enables collaborations with other organisations, expanding our reach and impact while signposting relevant services and events. We provide critical information about legal assistance, employment, healthcare, and recreational activities, fostering a sense of community among refugees. Regular updates build trust and transparency by showing how donations are used and the positive outcomes achieved. Social media also offers a platform for direct feedback from beneficiaries and supporters, refining our approaches and building credibility.

Content Strategy:

We post important community information, event photos, and videos, with donation call-outs achieving an almost 100% response rate. Our social media advertises classes and groups, ensuring maximum attendance. We share events and schemes of interest, like Mafwa theatre events and food banks. Showcasing event pictures and videos helps dispel anxieties about attending, highlighting the efforts of our staff and volunteers.

Statistics:

X (Twitter: 2,251 followers

Facebook: 839 followers

Instagram: 1040 followers (40% increase)

Physical Design and Marketing:

We design posters and flyers for events and services, ensuring appealing and easy-to-understand information. I connected with Leeds Volunteer Centre, distributing flyers to community spaces and engaging with organisations like Leeds Mental Wellbeing Service to raise awareness of our offerings.

All of these stats are higher than last year, with Instagram growing the most by 40%.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2024



Branding:

We developed and refined branding guidelines, ensuring professional and recognisable outputs. New staff are trained on these guidelines to maintain consistency.

Video Production:

We are producing a video showcasing LRF's work, including interviews and testimonials, with careful attention to consent policies and the safety of under-18s. The video will be shared on our website and social media.

Website Modernisation:

Collaborating with volunteers, LRF updated the website design to align with our branding, creating a bright, welcoming, and easy-to-navigate site. Continuous updates will keep the content relevant.

Well-being Project for Refugee Women and Men's Group

The Leeds Refugee Forum (LRF) has successfully facilitated a well-being project aimed at supporting refugee women and men through various activities designed to build community, enhance skills, and support mental health and trauma recovery. This report highlights the project's achievements, challenges, and collaborative efforts.

Project Overview

Women's Well-being Group

Initially focused on sewing, the women's well-being group quickly evolved to include a broader range of activities. Attendance initially fluctuated as participants adjusted to the expanded offerings, but the group eventually stabilised with strong participation. The group fostered a familial atmosphere, encouraging members to support each other both within and outside the organisation. Activities built confidence, leading some participants to take on leadership roles and volunteer positions. The group's development has been remarkable, with members now ready to start their own businesses and showcase their work on social media.

Men's Well-being Group

Following the success of the women's group, a men's well-being group was launched, offering weekly two-hour sessions to build community and support among male refugees.

Key Activities and Achievements

Community and Cultural Events: Activities such as a Halloween party, Iftar events, and International Women's Day celebrations fostered cultural exchange and community bonding.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2024

Skill-building Workshops: Participants engaged in beauty sessions with professional stylists, cooking sessions, and print workshops with artists, enhancing their creative and practical skills.

Health and Well-being Support: Collaborations with MESMAC Leeds, NHS health checks, and the Job Centre helped address health and language barriers while improving overall well-being.

Entrepreneurial Development: A cultural day during Refugee Week empowered women to start and market their own businesses. The men's group created an Eagle sculpture exhibited in London, symbolising support for animals.

Exhibitions and Public Engagement: The Leeds University Exhibition showcased the groups' creativity, and various community projects, including partnerships with the West Yorkshire Police and paint donations from Seagulls and Dulux, enhanced visibility and community integration.

Challenges and Development

The project faced several challenges, including language barriers, health issues, transportation difficulties, and marketing needs. Despite these obstacles, the group managed to create a supportive environment that facilitated personal and professional growth.

Future Plans

The women's group aims to involve more diverse communities, collaborate with local artists, and participate in Leeds events to boost confidence and community engagement. Focus areas will include well-being, fitness, and skill exchange, particularly with the Ukrainian community. The men's group will work on building attendance and addressing specific needs.

Volunteer Involvement

Volunteers have been crucial to the project's success, with 16 volunteers helping run activities. Moving forward, the project plans to recruit skilled volunteers from various backgrounds to further support the groups.

Conclusion

The well-being project has successfully transformed participants into a supportive, confident community ready to engage with broader society and pursue professional opportunities. Through strategic partnerships and a diverse range of activities, LRF continues to address trauma and mental health issues, fostering a resilient and inclusive community for refugees in Leeds.

Hardship Fund

The fund has provided financial assistance to destitute asylum seekers (Hardship Fund payments) through cash payments and vouchers for refugee families. Cash payments are directed towards immediate needs such as shelter, food, and essential services. Vouchers are also distributed to support families, ensuring access to necessities like groceries, clothing, and other essential items. This approach aims to provide direct relief to those in need while ensuring that resources are allocated effectively to address the diverse needs of asylum seekers and their families.

The hardship fund has implemented a referral system in collaboration with other organisations within the Leeds sector. This system facilitates the identification and support of individuals and families facing financial hardship, particularly destitute asylum seekers. This network makes referrals to ensure that assistance reaches those who need it most.

An assessment process is typically employed for families supported by food vouchers, primarily targeting individuals receiving benefits. This assessment helps determine the eligibility of individuals and families for support through distributing food vouchers. By utilising assessment forms, the fund can ensure that resources are allocated efficiently and effectively to those in need within the community.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2024

We started 27 September 2023 and ended on 27 March 2024

Total people supported	Families	Single male	Single female	Payments made	Total spent
94	3	77	11	279	£7115.00

Vouchers for Refugee Families:

Number of People Helped		Number of Vouchers Given Out			Value of Vouchers Given Out		
No. Households	No. Individuals	Aldi	Morrisons	Total	Aldi	Morrisons	Total
75	269	55	20	75	£1,100.00	£500.00	£1600.00

Leeds Refugee Week 2024

Refugee Week 2024, coordinated by Leeds Refugee Forum, celebrates the theme 'Our Home,' encouraging conversations about the meaning of home. This year's events span culture, training, socializing, and celebrating achievements, culminating in football tournaments to unite communities.

The Burmantofts Community Festival and Cultural Day featured traditional folk dance, music, cultural displays, belly dancing, a traditional costume fashion show, and national food, with agencies providing information. RETAS organized a photography exhibition in Harehills, showcasing portraits of locals reflecting on the theme of home. Women's Health Matters hosted a Women's Celebration event, where the Rainbow Hearts group shared food and music from various countries.

The Leeds Refugee Forum's well-being groups hosted a Mind well session, discussing the concept of home. Carefree Calligraphy offered an alternative evening out to learn modern calligraphy. The 'Calling Harehills Our Home' exhibition encouraged community members to enjoy picnic food, music, and games.

The MEGA Conversation Café at Leeds Playhouse provided an opportunity to meet new people over hot drinks and games. The Community Kitchen Take-over featured food from around the world prepared by members of the Theatre of Sanctuary programme, available on a pay-as-you-feel basis. The Sanctuary's Got Talent event at Leeds Playhouse showcased local talent.

The 'Ten Years of Sanctuary' gala celebrated a decade of sanctuary with performances by Asmarina Voices women's choir, Harmony Choir, Headingley Voices Choir, and other guests. The Leeds Refugee Forum ESOL Class Party honoured students from diverse backgrounds with fun and games. Opera North hosted a special concert for World Refugee Day with Maya Youssef, offering pay-what-you-can tickets to ensure accessibility.

The Advocacy for Inclusion event celebrated a year of support and training for refugee and asylum-seeking communities. The Light of Refugee Week event, hosted by the Well-being Women group, combined Eid and Refugee Week celebrations with food, dancing, and music. The Leeds Refugee Forum Homework Club Party featured cultural games, flag colouring, face painting, and dancing.

The Refugee Week Flourish Party by Mafwa Theatre is celebrated with performances, stalls, activities, and workshops exploring the theme of home. The Refugee World Cup 2022 brought together 18 men's teams and 4 women's teams, with the Eritrean team winning the trophy, in a fun, inclusive environment with refreshments and family entertainment.

Overall, Refugee Week 2024 in Leeds fostered a sense of community, celebrating diverse experiences and the shared concept of home through a variety of inclusive events and activities.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2024

Ukrainian Support Project:

The Ukrainian Project at Leeds Refugee Forum has significantly supported Ukrainian refugees through various services and activities. Since June 2023, ESOL classes have expanded to serve 200 students across four levels, with online classes for intermediate learners. Integration visits to Bolton Abbey and Blackpool, facilitated by Karmand Community Centre, involved 90 participants. Three Latte Art sessions with Starbucks led to employment for two Ukrainian women. Weekly yoga classes since December 2022, and handmade classes starting April 2024, have fostered physical and mental well-being. Safeguarding training and employment support sessions, including collaborations with Smart Works, Reed in Partnership, and Generation UK, have provided critical employment guidance. Housing training with the Red Cross and NHS healthcare talks addressed practical living and health concerns. Cultural Day and a robust WhatsApp support group further enhanced community integration and support. Overall, the project has created a comprehensive support network for Ukrainian refugees in Leeds.

The project's key services include ESOL classes (both online and offline), a well-being group featuring yoga and handmade classes, advocacy support, employment and self-employment coaching, and a volunteer experience program.

Key Services:

ESOL Classes: 200 participants engaged over 11 months.

Well-being Group: Yoga (47 sessions) and handmade classes (8 sessions), serving 18 and 12 participants respectively.

Advocacy Support: Assistance with forms, GP registration, college enrolment, and signposting to other essential services like food, clothing, and housing.

Employment Support: Coaching for employment and self-employment, including sessions with Smart Works, Reed, and Generation UK.

Volunteer Experience Program: Offers training and volunteer roles, providing valuable UK references for 40 participants.

Information Hub: Acts as a central point for information on local classes, activities, and support services.

Community Engagement:

Trips: Blackpool trip (50 participants, 8 hours), Bolton Abbey (40 participants, 7 hours).

Cultural and Training Events: Latte Art session with Starbucks (31 participants, 6 hours), Safeguarding training (16 participants, 2 hours), NHS Healthcare talk (8 participants, 1 hour), Housing training with Red Cross (25 participants, 4 hours), Culture Day (30 participants, 4 hours).

The project successfully facilitated the integration of Ukrainian refugees into the Leeds community, helping them access vital services, gain employment, and build social connections. Through continuous support and engagement, the Ukrainian Project has significantly contributed to the well-being and settlement of its participants

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2024

Conclusion

The Leeds Refugee Forum (LRF) has made significant strides this year in supporting and empowering refugee communities through a variety of comprehensive programs and services. Our grassroots efforts focus on building the capacity of refugees and asylum seekers to integrate and thrive in Leeds. From ESOL classes and development workshops to advocacy services and well-being projects, our initiatives have provided essential resources, fostered community engagement, and addressed the unique challenges faced by our service users. The success of these programs is a testament to the dedication and hard work of our staff, volunteers, and the continued support from partners and supporters.

Looking ahead, we remain committed to enhancing our capacity to meet the evolving needs of refugees and asylum seekers. Your continued support is vital in making this happen. Together, we can ensure that refugees in Leeds have the opportunities and resources they need to build fulfilling lives in their new homes. Thank you for your unwavering support and partnership in this crucial work.

Financial review

The net income for the year was £3,025, including net income of £7,002 on unrestricted funds and net expenditure of £3,977 on restricted funds after transfers.

Reserves policy

The reserves policy is:

- i) to maintain minimum reserves sufficient to cover 3 months operating expenditure.
- ii) if possible to allocate income from One Community Centre to reserves (i.e.. To aim to cover operating expenditure from other sources);
- iii) to adopt a target for the time being of accumulating sufficient reserves to cover at least 6, and up to 12, months operating expenditure.

The charity's free reserves, excluding fixed assets, at the year end were £53,522.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2024

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods and principles in the Charities SORP;

make judgements and estimates that are reasonable and prudent;

state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 2.10.2024

Signed:  (Trustee)

Name: TAURAI CHETENI

Leeds Refugee Forum

Independent examiner's report to the trustees of Leeds Refugee Forum

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2024, which are set out on pages 17 to 24.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Simon Bostrom FCIE

03/10/2024

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Leeds Refugee Forum
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2024

	Notes	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Income from:					
Grants and donations	(2)	9,213	129,203	138,416	141,519
Donated services	(3)	2,730	-	2,730	1,163
Fees and charges		131	-	131	642
Other income		-	-	-	520
Total income		12,074	129,203	141,277	143,844
Expenditure on:					
Salaries, NIC and pensions	(4)	36	94,162	94,198	75,346
Payroll fees		1,345	-	1,345	963
Donated services		2,730	-	2,730	1,163
Donations to others	(5)	-	14,120	14,120	9,210
Volunteer expenses		433	3,478	3,911	3,150
Utilities		1,835	3,309	5,144	4,118
Printing, postage and stationery		-	2,222	2,222	1,915
Telephone and Internet		575	519	1,094	929
Insurance		-	220	220	210
Independent examination		-	990	990	990
Equipment		-	433	433	798
Food and refreshments		-	509	509	2,287
Other premises costs		-	657	657	332
Travel and transport		169	99	268	374
Training and support		-	-	-	195
Website		-	132	132	1,573
Membership fees		-	117	117	45
Other office costs		10	112	122	134
Bank Charges		129	86	215	217
Depreciation		1,304	-	1,304	703
IT and software		44	836	880	914
Activities		22	7,619	7,641	6,112
Total expenditure		8,632	129,620	138,252	111,678
Net income / (expenditure)		3,442	(417)	3,025	32,166
Transfers between funds		3,560	(3,560)	-	-
Net movement in funds		7,002	(3,977)	3,025	32,166
Fund balances brought forward		47,760	98,326	146,086	113,920
Fund balances carried forward	(6)	54,762	94,349	149,111	146,086

All incoming resources and resources expended derive from continuing activities.

Leeds Refugee Forum

Balance sheet

as at 31 March 2024

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(7) 1,240	-	1,240	724
Total fixed assets	<u>1,240</u>	<u>-</u>	<u>1,240</u>	<u>724</u>
Current assets				
Debtors and prepayments	(8) 35	-	35	35
Cash at bank and in hand	(9) 54,519	94,349	148,868	146,317
Total current assets	<u>54,554</u>	<u>94,349</u>	<u>148,903</u>	<u>146,352</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(10) 1,032	-	1,032	990
Total current liabilities	<u>1,032</u>	<u>-</u>	<u>1,032</u>	<u>990</u>
Net current assets / (liabilities)	<u>53,522</u>	<u>94,349</u>	<u>147,871</u>	<u>145,362</u>
Net assets	<u>54,762</u>	<u>94,349</u>	<u>149,111</u>	<u>146,086</u>
Funds				
Unrestricted funds	54,762	-	54,762	47,760
Restricted funds	-	94,349	94,349	98,326
Total funds	<u>54,762</u>	<u>94,349</u>	<u>149,111</u>	<u>146,086</u>

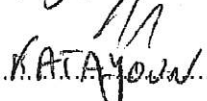
For the year ending 31 March 2024 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on

Signed:  (Trustee)

Name:  SAEMIAN

Leeds Refugee Forum

Notes to the accounts

for the year ended 31 March 2024

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Donated goods for resale are valued at the amount actually realised upon their sale.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Computer Equipment: Over 3 Years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Leeds Refugee Forum
Notes to the accounts continued
for the year ended 31 March 2024

2 Grants and donations	2024	2024	2024	2023
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Advonet	-	4,750	4,750	-
Disrupt Foundation	-	30,000	30,000	-
Hubbub Foundation	-	17,100	17,100	39,900
Leeds Asylum Seekers Support Network	-	300	300	750
Leeds Christian Community Trust (LCCT)	-	13,950	13,950	10,500
Leeds City Council (LCC)	-	3,969	3,969	26,320
Leeds Older People HSF Grant	-	5,000	5,000	-
Manuel Bravo Project	-	3,839	3,839	7,678
Manuel Bravo Project	-	3,639	3,639	-
Tudor Trust	-	42,000	42,000	42,000
Volition Leeds	-	-	-	6,293
Donations	9,213	4,656	13,869	8,078
	<u>9,213</u>	<u>129,203</u>	<u>138,416</u>	<u>141,519</u>

3 Donated services

The Forum was not charged rent of the One Community Centre during the year. The value of these donated services has been estimated as £2,730 (2023: £1,163).

4 Staff costs and numbers

	2024	2023
	£	£
Gross salaries	91,540	72,877
Social security costs	5,019	4,108
Employment allowance	(5,000)	(4,108)
Pensions	2,639	2,469
	<u>94,198</u>	<u>75,346</u>

The average number of employees during the year was 7.5, being an average of 3.1 full time equivalent (2023: 6.4, 3.2 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2024	2023
	£	£
Costs of the scheme to the charity for the year	2,639	2,469
Amount of any contributions outstanding at the year end	-	-

5 Grant making

Project or activity	2024	2023	2024	2023
	Grants to institutions	Grants to institutions	Grants to individuals	Grants to individuals
	£	£	£	£
Hardship fund	-	-	7,795	5,010
Household support fund	4,250	-	2,075	4,200
Total	<u>4,250</u>	<u>-</u>	<u>9,870</u>	<u>9,210</u>

Leeds Refugee Forum
Notes to the accounts continued
for the year ended 31 March 2024

5 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Manuel Bravo Project	188	3,839	3,955	-	72
Advonet	-	4,750	121	-	4,629
Manuel Bravo Project	4,317	3,639	7,151	-	805
Community Cohesion	6,631	-	396	-	6,235
Disrupt Foundation	-	30,000	14,936	-	15,064
Hardship Fund	12,524	11,706	7,666	(990)	15,574
LCCT Household Support Fund	5,890	6,600	6,490	-	6,000
Homework Club	397	1,704	1,732	-	369
LCC Inner East Committee	-	600	511	-	89
Redundancy Reserve	1,553	-	-	-	1,553
Refugee Week	2,791	1,050	743	-	3,098
Hubbub Foundation	19,992	17,100	21,071	-	16,021
Tudor Trust	22,360	42,000	47,928	-	16,432
LCC Ukraine Project	10,302	-	9,121	-	1,181
LCC Wellbeing Grant	3,812	-	3,812	-	-
Women's group	5,069	5,000	2,105	(750)	7,214
LCC Wellbeing Equipment	2,500	-	680	(1,820)	-
MICE	-	300	287	-	13
Women Group	-	915	915	-	-
	<u>98,326</u>	<u>129,203</u>	<u>129,620</u>	<u>(3,560)</u>	<u>94,349</u>

Fund name	Purpose of restriction
Manuel Bravo Project	Advocacy support for the refugee community.
Advonet	For running costs.
Manuel Bravo Project	Towards strategic digital engagement.
Community Cohesion	For community activities (additional Tudor Trust funding).
Disrupt Foundation	Towards core support.
Hardship Fund	Funding from PAFRAS, LASSN and Leeds Christian Community Trust to support destitute asylum seekers in Leeds. The transfer relates to a management charge.
LCCT Household Support Fund	Towards household support costs.
Homework Club	For pupils from refugee background and new arrivals to support them in English, Maths and Science.
LCC Inner East Committee	Towards the Christmas party celebration for the Women Well-being group.
Redundancy Reserve	Redundancy reserve for staff transferred at the incorporation date.
Refugee Week	Towards the costs of the annual Refugee Week events.
Hubbub Foundation	Tech Lending Project – Tablets for Temporary Accommodations
Tudor Trust	Towards core costs including the salaries of the Director and an office administrator.
LCC Ukraine Project	Ukrainian Refugee Community Support Project.
LCC Wellbeing Grant	Five Way for Well-being - Migrant Health Grant, Health Board.
Women's group	Individual donation towards the women's group activities. The transfer relates to room hire.
LCC Wellbeing Equipment	Towards equipment purchases. The transfer relates to fixed assets purchased for the general purposes of the charity.

The transfers between funds relate to management charges at 15%.

Leeds Refugee Forum
Notes to the accounts continued
for the year ended 31 March 2024

7 Tangible assets	Computer equipment	Total
	£	£
Cost		
At 1 April 2023	3,855	3,855
Additions	1,820	1,820
At 31 March 2024	<u>5,675</u>	<u>5,675</u>
Depreciation		
At 1 April 2023	3,131	3,131
Charge for year	1,304	1,304
At 31 March 2024	<u>4,435</u>	<u>4,435</u>
Net book value		
At 31 March 2024	<u>1,240</u>	<u>1,240</u>
At 31 March 2023	<u>724</u>	<u>724</u>
8 Debtors and prepayments	2024	2023
	£	£
Prepayments	35	35
	<u>35</u>	<u>35</u>
9 Cash at bank and in hand	2024	2023
	£	£
Cash at bank	146,844	142,671
Cash in hand	2,024	3,646
	<u>148,868</u>	<u>146,317</u>
10 Creditors and accruals	2024	2023
	£	£
Accruals	1,032	990
	<u>1,032</u>	<u>990</u>

Leeds Refugee Forum
Notes to the accounts continued
for the year ended 31 March 2024

11 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £49,045 (previous year: £38,630).

12 Funds held as agent

	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Refugee Community Organisations	-	180	105	75
	<u>-</u>	<u>180</u>	<u>105</u>	<u>75</u>

Fund name

Refugee Community
Organisations

Additional information

Funds held on behalf of individual refugee community organisations.

Leeds Refugee Forum

Statement of Financial Activities including comparatives for all funds

(including summary income and expenditure account)

for the year ended 31 March 2024

	2024 Unrestricted funds £	2023 Unrestricted funds £	2024 Restricted funds £	2023 Restricted funds £	2024 Total funds £	2023 Total funds £
Income						
Grants and donations	9,213	5,118	129,203	136,401	138,416	141,519
Donated services	2,730	1,163	-	-	2,730	1,163
Fees and charges	131	642	-	-	131	642
Other income	-	520	-	-	-	520
Total income	12,074	7,443	129,203	136,401	141,277	143,844
Expenditure						
Salaries, NIC and pensions	36	825	94,162	74,521	94,198	75,346
Payroll fees	1,345	963	-	-	1,345	963
Donated services	2,730	1,163	-	-	2,730	1,163
Donations to others	-	-	14,120	9,210	14,120	9,210
Volunteer expenses	433	10	3,478	3,140	3,911	3,150
Utilities	1,835	90	3,309	4,028	5,144	4,118
Printing, postage and stationery	-	-	2,222	1,915	2,222	1,915
Telephone and Internet	575	125	519	804	1,094	929
Insurance	-	-	220	210	220	210
Independent examination	-	390	990	600	990	990
Equipment	-	-	433	798	433	798
Food and refreshments	-	-	509	2,287	509	2,287
Other premises costs	-	-	657	332	657	332
Travel and transport	169	-	99	374	268	374
Training and support	-	-	-	195	-	195
Website	-	500	132	1,073	132	1,573
Membership fees	-	-	117	45	117	45
Other office costs	10	20	112	114	122	134
Bank Charges	129	191	86	26	215	217
Depreciation	1,304	703	-	-	1,304	703
IT and software	44	499	836	415	880	914
Activities	22	93	7,619	6,019	7,641	6,112
Total expenditure	8,632	5,572	129,620	106,106	138,252	111,678
Net income / (expenditure)	3,442	1,871	(417)	30,295	3,025	32,166
Transfers between funds	3,560	1,516	(3,560)	(1,516)	-	-
Net movement in funds	7,002	3,387	(3,977)	28,779	3,025	32,166
Fund balances brought forward	47,760	44,373	98,326	69,547	146,086	113,920
Fund balances carried forward	54,762	47,760	94,349	98,326	149,111	146,086

LEEDS REFUGEE FORUM

England & Wales - Charity number 1160845

Accounts

Leeds Refugee Forum

Charity number 1160845

A company limited by guarantee number 06231434

Annual Report and Financial Statements

for the year ended 31 March 2023



WYCAS

COMMUNITY ACCOUNTING
WEST YORKSHIRE

Leeds Refugee Forum

Annual Report and Financial Statements for the year ended 31 March 2023

Contents	Page
Trustees' report	2 to 11
Examiner's report	12
Statement of financial activities	13
Balance sheet	14
Notes to the accounts	15 to 21

Prepared by West Yorkshire Community Accountancy Service CIO

Leeds Refugee Forum

Trustees' report for the year ended 31 March 2023

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Katayoun Saemlan	Chair	
Godefroid Rubomboza	Treasurer	
Taurai Cheteni		
Andrew Rathbone		
Maxmed Hussein		
Pria Bhabra		
Louise Walte	Secretary	
Haleh Jahanshahlou		
Naima Mohamed		
Fatemeh Khansalar		
Morteza Keshtkar-Bagheri		Appointed February 2023
Charity number	1160845	Registered in England and Wales
Company number	06231434	Registered in England and Wales
Registered and principal address	Bankers	
One Community Centre	HSBC Bank plc	
Cromwell Street	PO Box 105	
Lincoln Green	33 Park Row	
Leeds	Leeds	
LS9 7SG	LS1 1LD	

Independent examiner

Simon Bostrom FCIE

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2023

Structure, governance and management

The charity is a company limited by guarantee and was formed on 30 Apr 2007. It is governed by a memorandum and articles of association which were amended by special resolution on 19 Aug 2014. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Objectives and activities

The charity's objects

The Objects of the Charity, being for the benefit of the inhabitants of the Yorkshire and the Humber region, in particular Leeds, and in particular for the benefit of people who are refugees or asylum seekers, are:

The relief of need for refugees and asylum seekers and to advance them in life with a view to helping them develop their capacities and skills so that they may better participate in their community, in particular by providing advice, training, practical assistance and liaising with other organisations that can help achieve these aims

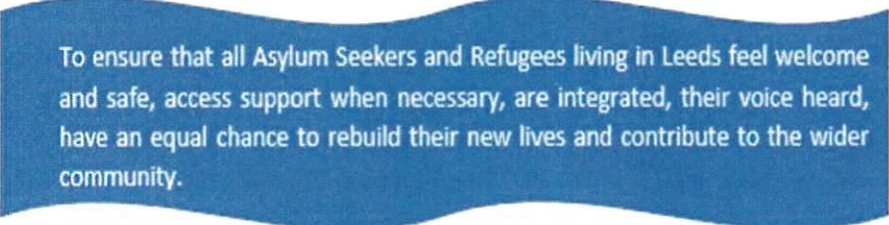
The advancement of education and training and the relief of unemployment,

The preservation and protection of health,

To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age infirmity of disability, financial hardship or social circumstances, in particular refugees, with the object of improving their condition of life,

The promotion of the voluntary sector for the public benefit by providing advice, information and services to refugee community organisations in Leeds.

Vision



To ensure that all Asylum Seekers and Refugees living in Leeds feel welcome and safe, access support when necessary, are integrated, their voice heard, have an equal chance to rebuild their new lives and contribute to the wider community.

Mission – In order to achieve its vision, LRF has as its mission:

1. To be the voice for refugees and refugee communities
2. To provide a resource for refugees and refugee communities

Leeds Refugee Forum works closely with the Leeds Migration Partnership to link our concerns and proposed activities to meetings in Leeds where topics are discussed and decisions are made. For example, housing, health and safety, employment and education. Our work helps the city to meet its vision of being a welcome and compassionate city.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2023

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

The charity's main activities

Leeds Refugee Forum (LRF) is a refugee-led organisation directly supporting refugees and asylum seekers as they begin their new lives in the city. Refugees are socially and economically disadvantaged in many ways, but refugees also bring with them a huge wealth of experience, knowledge, expertise and resourcefulness. LRF aims to help refugees harness these skills to benefit other refugees, asylum seekers, refugee communities and the wider community. LRF identifies, inspires, develops, encourages and supports members of the refugee community.

- **Communicating refugee needs:** to ensure that organisations and agencies respond to these
- **Raising awareness of refugees:** to improve understanding, empathy and integration
- **Providing a link to community leaders:** a quick and reliable way to find spokespeople, gather views and disseminate information to and from communities.
- **Providing Information about refugees:** including about refugee communities in Leeds, refugee organisations and refugee cultures
- **To provide a resource for refugees and refugee communities**
- **Helping refugees access services:** LRF is a conduit to services provided in Leeds
- **Ensuring refugee communities have the facilities and skills:** to be able to support their communities

Achievements and performance

Leeds Refugee Forum plays a vital role in supporting refugees and asylum seekers in Leeds. This report illustrates the diversity of provisions provided by LRF.

Integration:

LRF provides ESOL and development opportunities for children and adults to enable them to achieve their full potential.

Advocacy Support

The Service Scope, what we offer

This service offers support to vulnerable, newly arrived refugees and asylum seekers as well as residents with barriers to accessing support and information. This includes supporting those who need digital assistance and those who need support with navigating systems in the UK, both in English and with interpreters for those with English and their second language. This service is available to all, including the public and our clients who come from the African continents, Eritrea, Sudan, Somalia, Kurdish, Iran, Iraq, Ukraine, South America, Brazil, Venezuela, India, Maldives and South East Asia (China, Thailand, Malaysia, Vietnam and Singapore with the age range of 24 to 80 years old.

We can assist with the following:

- * Filling out and understanding forms and bills
- * Contacting organisations on their behalf
- * IT support
- * Classes and other projects in the centre
- * Signposting to other services
- * Supporting filling forms digitally through the government platform and project 'We Are Digital'

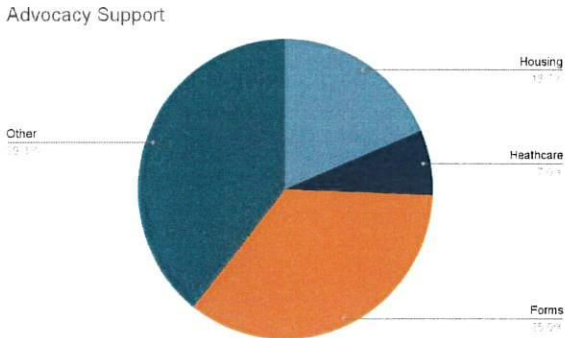
Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2023

Since April 2022, we have increased our availability for face-to-face advocacy from one day a week to

Advocacy Support offer appointments Mon - Fri: 10 – 2; however, we have continued to offer bilingual support services and the opportunity to use text messages to contact clients. We have continued to recruit volunteer interpreters to extend and fill gaps in our service.

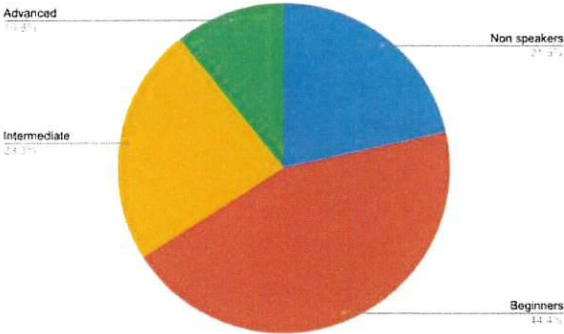
Between 1st July 2022 and 1st July 2023, there have been over 300 advocacy cases.



English for Speaking for Other Languages (ESOL) and Homework Club: Educational activities are a core provision of services at LRF. We provide activities for all age groups: Homework Club for primary school children, Zoom Youth Group for secondary school students and ESOL classes for adults. Each activity is designed to assist the refugee and migrant community in overcoming any barriers to inclusion with the ongoing goal of improved independence, well-being and integration.

ESOL

From April 2022, we had 279 registered students divided by ability into five classes. In April 2023, we implemented a new level titled 'Non-speakers' for students with little to no pre-existing English language abilities. We also had two beginner classes, an Intermediate class and an Advanced class. Students self-categorised upon registration, based on ability and availability as classes fall on different days. Teachers had the opportunity to suggest moving students if necessary.



We capped class numbers according to each teacher's preference, ranging from 15 people per class to 25 students per class. In April 2023, we implemented a new system whereby if students were absent for two weeks in a row, we called them to ask if they would still attend. After three absences, we removed them from the register and added new people to the waiting list. Attendance was very irregular, which is expected given the nature of the community. After a month of trialing the new system, we raised the cap of students registered as it was very rare for more than half of the class to show up.

We had five volunteer teachers and six volunteer assistants. The teachers were very reliable, as were the majority of the assistants. Some assistants were service users themselves and attended other classes. Others came from university courses. We found that placement students and those studying ESOL or Education were the most reliable volunteers.

Homework Club

The Homework Club is a weekly drop-in session supporting children from Year 1 to Year 7 with English and Maths. The club offers a safe and supportive environment for children to have fun, develop their skills, and make friends. Social activities like active games and quizzes are co-run by our team of dedicated volunteers.

Homework Club runs in term time, every Tuesday and Thursday, from 4:30 – 6:30 pm. In February, the decision was made to reduce the length of the activity, as the children were struggling to focus. It was adjusted to run until 6 pm. The Thursday session was also paused for a period of 6 months due to a lack of volunteer engagement. This began again in March 2023, to split the students as the Tuesday activity was very busy.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2023

TECH LENDING COMMUNITY

Brief about the project 'the scope and objective, what need we meet and problem tackling.': LRF was one of 4 charities in the UK granted this pilot project (1 year), including 200 tablets to run the Tech Lending Community project. This pilot project aims to tackle digital isolation through a tablet lending scheme. The objective is to support people in temporary accommodation, covering digital needs and tackling exclusion by providing each one of the beneficiaries with a device, O2 SIM cards (unlimited texts and calls, 15GB monthly data) and support through digital skills sessions. All tablets were lent out by December 2022 to 13 different organisations, including one hotel on the outskirts of Leeds, which houses asylum seekers.

Time duration: This is a pilot project with a duration of 1 year.

Input and Output - (Resource and Achievements): So far, the project has lent all of the 200 tablets out but also delivered 10 digital skills group sessions and more than 30 one-to-one sessions for individuals. These have occurred in the participants' homes, in the hotel with asylum seekers and/or in our centre. The number of participants exceeds 200 as tablets have been returned from loan and sent out again every time a resident moves out of the temporary accommodation and another person moves in.

Statistics

A (How many sessions were held and duration): Each of the 10 group sessions lasted, on average, 2 hours each, whilst the individual sessions varied between 1h and 2h each.

B (How many Volunteers + Placement students are involved): For group sessions, there were 5 interpretation volunteers involved. We have one asylum seeker who volunteers weekly for the project, assisting with delivering digital skills sessions and tech-related issues.

C (How many service users joined the sessions): For the groups, usually 10-15 persons (total 20x15 = 300) attended the events. Individually 30 persons benefited from digital skills sessions.

Output - Monitoring Improvements and change

In order to monitor the improvements and change, we have always asked for feedback and case studies from support workers working directly with the participants.

COMMUNITY CALLING PROJECT (PHONE LINE)

Brief about the project 'the scope and objective, what need we meet and problem tackling.': Started in partnership with LASSN, but since December 2022, LRF has been taking the project independently and applying for further funds. This project involves giving out O2 SIM cards (unlimited calls/SMS and 15GB monthly data) and smartphones to needy persons. So far, the project has benefited 310 individuals by giving out SIM cards and 60 smartphones. The project involves service users visiting the centre at the allocated time for SIM card services (Tuesdays and Thursdays). Moreover, LRF has visited more than 4 hotels on the outskirts of Leeds, several times, to provide SIM cards and smartphones to asylum seekers who could not attend our services in our centre.

Input and Output - (Resource and Achievements): So far, the project has benefited 310 individuals by giving out SIM cards and 60 smartphones in one-to-one sessions. These have occurred in the project participants' hotels (asylum seekers) and/or in our centre. Due to the data vouchers expiration after 6 months, we have also been able to renew the vouchers for another 6 months every time needed.

Statistics

A 310 one-to-one sessions (lasting 10-15 mins each), as well as 10 long sessions and journeys to the hotels (lasting 2-3 hours each).

B (How many Volunteers + Placement students are involved): One asylum seeker volunteer weekly for the project, assisting with delivering digital skills sessions and tech-related issues.

C (How many service users joined the sessions): 310 persons total.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2023

Output - Monitoring improvements and change

In order to monitor the improvements and change, we have always asked for feedback and case studies from support workers working directly with the participants. See below:

Arvin is an Iranian asylum seeker living in a hotel and, until recently, has been very isolated. Thanks to the Community Calling Project, we have sourced a donated phone for Arvin, and he can now keep in touch with his friends and family!

Well-being Activities

The well-being started on 15th September 2022. We started as a women's group that is on Thursdays and Fridays. This term aimed to be focusing on developing women's well-being by building their confidence, getting everyone together and preparing them to run their businesses if they need to. After all the success, we're now starting the men's well-being a weekly two-hour session.

Activity and visits: Halloween party, Beauty sessions, The Royal Horticultural Society (three sessions), cooking sessions, Newroz Party, Christmas Party, International Women's Day, MESMAC Leeds visit, Oprah North sessions, Picnic day, Trip to Thackrey Medical Museum, Interring Quilt festival, Dance session with a university student, Women's whispers visit, Eid celebration with different people from community, Cultural day and business support, Visit from Uni Student, A session with Mafwa Theatre and Starbucks visit.

Challenge or Development: Language: We placed volunteers that can help with translating the languages from inside the group and to help everyone and make that all understand everything. Health Issues: We manage and try to be very accessible for everyone, so we have a one-to-one to make sure that we're listening and helping those who need help and making them feel they're part of us. Sharing privacy and confidential details from the group: We did have many issues as people shared everything that was happening inside the group, so our action was to make everyone happy and to protect privacy and confidentiality. We did ask everyone to sign a privacy and confidential paper. Aggressive behaviour: As we all together as family friends, we will not be accepting any aggressive behaviour; for those who did have it, we did have a one to one with them, then we did give warnings until and as it continued, we did have to ask them to leave and not to join the

OVERVIEW: In general, we did start with a high attendance that was only thinking that we would be sewing. Once the term started and the activities were explained and introduced, people who felt this was not what they wanted started dropping. We're in a good attendance number for the women's wellbeing group now compared with last term. The group became more like a family, and they started to be friends and support each other's in and outside the organisation, and this was our main aim. Through the activities we provide and the support we give, we managed to build this small community that helps and shares with each other. The group does have their problems, but they know how to solve them with each other's and how to welcome new people and share their skills, experiences, and stories.

The group have become stronger and happier than how we started. We managed to build confidence in them by asking a couple of them to lead some sessions and by giving a chance to the ones who felt they could support to take part and be our volunteers.

This group is much different than how it started in the beginning, and it did develop very well in many ways, and they point now to be opening their own business and are ready to be professionals by listing their work on social media, putting their prices and many more. The group is also ready to take part in outside events and to interdicting their selves to the communities.

Volunteering side, we do have people in and out, but the strategy of placing volunteers from inside the groups did work well and managed to bring the trust in the group and provide more help in a very understanding way.

Information and communication activities: Social media plays a crucial role in today's interconnected world, and for a charity, it offers a powerful platform to amplify our mission and make an impact. Social media provides an avenue for Leeds Refugee Forum to raise awareness about the plight of refugees, share their success stories, and highlight the ongoing challenges they face. By leveraging the vast reach and engagement potential of social media platforms, we can effectively communicate with a diverse audience, including potential donors, volunteers, and supporters worldwide. These platforms enable the charity to showcase the positive impact they are making, mobilise resources, and rally public support.

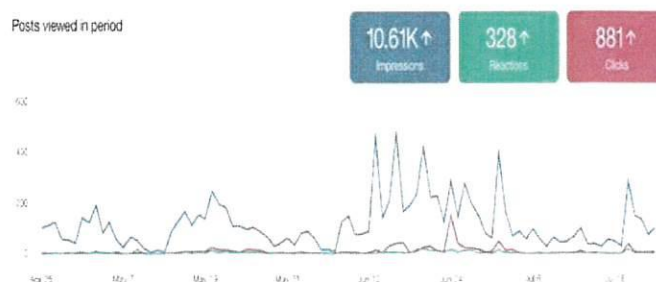
Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2023

Importantly, social media allows us to connect directly with refugees and asylum seekers who can benefit from our services.

What we post

We post any information that is important for our community to know, as well as photos and videos from our events and classes. This includes callouts for donations of specific items, which have an almost 100% response rate. Through doing this, we've connected refugees and asylum seekers with essential items such as clothes, shoes, kitchen items and baby items like prams and bottles.



We advertise our classes and groups through social media to ensure that as many people as possible are aware of them, and that we maximise attendance. We also frequently share events and schemes our community may be interested in, such as Mafwa theatre events, computer classes and food banks.

By posting pictures and videos of our events, people curious about coming along can see what to expect, which helps dispel any anxieties they may have. It also showcases the hard work in action of our staff and volunteers.

Statistics

We use Instagram, Facebook and Twitter to post content. Our current follower stats are: Twitter: 2,091, Facebook: 766 and Instagram: 738

Over the past 3 months, our following on each platform has increased steadily. We saw the most engagement with posts in June, during Refugee Week, when many other organisations and we were putting on events.

Currently, most of our followers are female. This could explain why the Men's Wellbeing Group has lower attendance than our groups for women. We are currently strategising ways to engage more men - this is especially important as men's emotional and mental well-being is often overlooked by society.



LRF has been spending between 2 - 8 hours a week on social media, which includes creating content, scheduling posts and replying to messages.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2023

Branding

Since taking over social media, we have implemented a brand strategy to ensure our posts look uniform and are of high quality. This includes using the same fonts, colours and a similar illustration style. Having a solid branding strategy is of paramount importance for a charity as it serves as the foundation for building trust, recognition, and a compelling narrative around the LRF's mission. A well-defined and cohesive brand identity enables the charity to convey its values, goals, and impact in a consistent and emotionally resonant manner. A strong brand presence helps create a distinct and memorable image in the minds of potential donors, volunteers, and beneficiaries, ultimately driving increased engagement and support.

Hardship Fund:

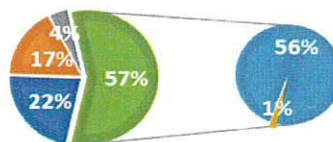
There's been a rapid increase in the number of destitute Asylum seekers in the Leeds and Yorkshire area. Indeed, it is impossible to quantify the actual number of destitute asylum seekers in Leeds because of lack of data, fear of being caught and deported, the mobility and change of support and the main factor, lack of trust within the hostile environment. Many destitute asylum seekers are left to seek out accommodation through support networks or charities. Most of them are supported by co-nationals who are refugees, and some of them are asylum seekers. Refugee Communities (RCOs) are the main supporter by offering shelter, short and long stays, sharing food and very limited financial support. This leaves them with poor access to food support and healthcare.

Each winter, a group of voluntary organisations in Leeds operates a Hardship Fund to provide limited financial support to those in greatest need. The fund provides small subsistence donations to destitute asylum seekers who have no income at all (for a single person, £25 per week, £40 for a couple and usually for four weeks maximum). The Fund is managed and run by Leeds Hardship Fund Steering Group, which comprises representatives of referral organisations (PAFRAS, British Red Cross, Meeting Point, Solace, LASSN and RETAS) and Leeds Refugee Forum (LRF) who manages the Fund but does not make referrals.

This year, we were able to conduct the activities of the Hardship Fund despite the precautions required to preserve, as much as possible, the safety of everyone. The Fund started operating in the week beginning 7th December 2022 and continued until the end of April 2023. This was a total of 21 weeks.

HARDSHIP FUND 22-2023

■ Total people supported ■ Male ■ Female ■ Families ■ Payments made



Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2023

Financial review

The net income for the year was £32,166, including net income of £3,387 on unrestricted funds and net income of £28,779 on restricted funds after transfers.

Reserves policy

The reserves policy is:

- i) to maintain minimum reserves sufficient to cover 3 months operating expenditure.
- ii) if possible to allocate income from One Community Centre to reserves (i.e.. To aim to cover operating expenditure from other sources);
- iii) to adopt a target for the time being of accumulating sufficient reserves to cover at least 6, and up to 12, months operating expenditure.

The charity's free reserves, excluding fixed assets, at the year end were £47,036.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2023

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods and principles in the Charities SORP;

make judgements and estimates that are reasonable and prudent;

state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 13/09/2023

Katayoun Saemian (Trustee)



Leeds Refugee Forum

Independent examiner's report to the trustees of Leeds Refugee Forum

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2023, which are set out on pages 13 to 21.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Simon Bostrom FCIE

14/09/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Leeds Refugee Forum
Statement of Financial Activities
(including summary Income and expenditure account)
for the year ended 31 March 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Income from:					
Grants and donations	(2)	5,118	136,401	141,519	75,482
Donated services	(3)	1,163	-	1,163	5,206
Fees and charges		642	-	642	5,466
Other income		520	-	520	-
Total income		7,443	136,401	143,844	86,154
Expenditure on:					
Salaries, NIC and pensions	(4)	825	74,521	75,346	57,433
Payroll fees		963	-	963	740
Donated services		1,163	-	1,163	5,206
Donations to others		-	9,210	9,210	5,550
Volunteer expenses		10	3,140	3,150	1,358
Utilities		90	4,028	4,118	2,234
Printing, postage and stationery		-	1,915	1,915	1,196
Telephone and Internet		125	804	929	1,525
Insurance		-	210	210	211
Independent examination		390	600	990	600
Equipment		-	798	798	156
Food and refreshments		-	2,287	2,287	379
Other premises costs		-	332	332	966
Travel and transport		-	374	374	1,120
Training and support		-	195	195	85
Website		500	1,073	1,573	-
Membership fees		-	45	45	71
Other office costs		20	114	134	120
Bank Charges		191	26	217	47
Depreciation		703	-	703	703
IT and software		499	415	914	917
Activities		93	6,019	6,112	529
Total expenditure		5,572	106,106	111,678	81,146
Net income / (expenditure)		1,871	30,295	32,166	5,008
Transfers between funds	(5)	1,516	(1,516)	-	-
Net movement in funds		3,387	28,779	32,166	5,008
Fund balances brought forward		44,373	69,547	113,920	108,912
Fund balances carried forward	(5)	47,760	98,326	146,086	113,920

All incoming resources and resources expended derive from continuing activities.

Leeds Refugee Forum
Balance sheet
as at 31 March 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(6) 724	-	724	1,427
Total fixed assets	<u>724</u>	<u>-</u>	<u>724</u>	<u>1,427</u>
Current assets				
Debtors and prepayments	(7) 35	-	35	35
Cash at bank and in hand	(8) 47,991	98,326	146,317	113,058
Total current assets	<u>48,026</u>	<u>98,326</u>	<u>146,352</u>	<u>113,093</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(9) 990	-	990	600
Total current liabilities	<u>990</u>	<u>-</u>	<u>990</u>	<u>600</u>
Net current assets / (liabilities)	<u>47,036</u>	<u>98,326</u>	<u>145,362</u>	<u>112,493</u>
Net assets	<u>47,760</u>	<u>98,326</u>	<u>146,086</u>	<u>113,920</u>
Funds				
Unrestricted funds	47,760	-	47,760	44,373
Restricted funds	-	98,326	98,326	69,547
Total funds	<u>47,760</u>	<u>98,326</u>	<u>146,086</u>	<u>113,920</u>

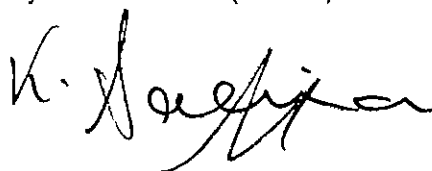
For the year ending 31 March 2023 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 13/09/2023

Katayoun Saemian (Trustee)



Leeds Refugee Forum

Notes to the accounts

for the year ended 31 March 2023

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102. There has been no change to the accounting policies since last year. No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Donated goods for resale are valued at the amount actually realised upon their sale.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Computer Equipment: Over 3 Years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Leeds Refugee Forum
Notes to the accounts
for the year ended 31 March 2023

1 Accounting policies continued

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Leeds Refugee Forum
Notes to the accounts continued
for the year ended 31 March 2023

2 Grants and donations	2023	2023	2023	2022
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Hubbub Foundation	-	39,900	39,900	-
Leeds Asylum Seekers Support Network	-	750	750	14,920
Leeds Christian Community Trust (LCCT)	-	10,500	10,500	8,000
Leeds City Council (LCC)	-	26,320	26,320	6,238
Manuel Bravo Project	-	7,678	7,678	-
Tudor Trust	-	42,000	42,000	35,000
Volition Leeds	-	6,293	6,293	2,000
PAFRAS	-	-	-	1,000
The Brelms Trust	-	-	-	5,000
Voluntary Action Leeds	-	-	-	1,190
Donations	5,118	2,960	8,078	2,134
	<u>5,118</u>	<u>136,401</u>	<u>141,519</u>	<u>75,482</u>

3 Donated services

The Forum was not charged rent of the One Community Centre during the year. The value of these donated services has been estimated as £1,163 (2022: £5,206).

4 Staff costs and numbers

	2023	2022
	£	£
Gross salaries	72,877	55,628
Social security costs	4,108	3,326
Employment allowance	(4,108)	(3,326)
Pensions	2,469	1,805
	<u>75,346</u>	<u>57,433</u>

The average number of employees during the year was 6.4, being an average of 3 full time equivalent (2022: 4.6, 2.4 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2023	2022
	£	£
Costs of the scheme to the charity for the year	2,469	1,805
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

Leeds Refugee Forum
Notes to the accounts continued
for the year ended 31 March 2023

5 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Manuel Bravo Project	-	3,839	3,651	-	188
NLCF	940	-	940	-	-
Community Cohesion	6,631	-	-	-	6,631
Community First	417	-	417	-	-
Community Resilience Project	2,059	-	2,059	-	-
Hardship Fund	15,890	2,860	4,710	(1,516)	12,524
Women's group	100	6,293	1,324	-	5,069
Homework Club	4,992	-	4,595	-	397
LCCT Household Support Fund	-	10,500	4,610	-	5,890
Digital fund LASSN	1,951	750	2,701	-	-
LCC Wellbeing Equipment	-	2,500	-	-	2,500
Lowell Giving Community	56	-	56	-	-
Manuel Bravo Project	11,920	3,839	11,442	-	4,317
Redundancy Reserve	1,553	-	-	-	1,553
Refugee Week	2,936	850	995	-	2,791
Hubbub Foundation	-	39,900	19,908	-	19,992
The Brelms Trust	4,331	-	4,331	-	-
Tudor Trust	15,771	42,000	35,411	-	22,360
LCC Ukraine Project	-	13,070	2,768	-	10,302
LCC Wellbeing Grant	-	10,000	6,188	-	3,812
	69,547	136,401	106,106	(1,516)	98,326

Fund name	Purpose of restriction
Manuel Bravo Project	Advocacy support for the refugee community.
NLCF	For LRF Online project.
Community Cohesion	For community activities (additional Tudor Trust funding).
Community First	Supporting ESOL classes and other community activities.
Community Resilience Project	To work with newly arrived and settled migrant communities in Leeds to increase their knowledge and awareness of the causes and signs of radicalisation and the appropriate support and actions available to them. The transfer relates to equipment purchases to be depreciated from the general fund.
Hardship Fund	Funding from PAFRAS, LASSN and Leeds Christian Community Trust to support destitute asylum seekers in Leeds. The transfer relates to a management charge.
Women's group	Individual donation towards the women's group activities.
Homework Club	For pupils from refugee background and new arrivals to support them in English, Maths and Science.
LCCT Household Support Fund	Towards household support costs.
Digital fund LASSN	Towards the cost of tablets bought for loan to RCOs.
LCC Wellbeing Equipment	Towards equipment purchases.
Lowell Giving Community	To support migrants, refugees and asylum seekers, as groups likely to experience financial exclusion.
Manuel Bravo Project	Towards strategic digital engagement.
Redundancy Reserve	Redundancy reserve for staff transferred at the incorporation date.
Refugee Week	Towards the costs of the annual Refugee Week events.

Leeds Refugee Forum
Notes to the accounts continued
for the year ended 31 March 2023

5 Restricted funds continued

Fund name	Purpose of restriction
Hubbub Foundation	Tech Lending Project – Tablets for Temporary Accommodations
The Belms Trust	Towards running costs.
Tudor Trust	Towards core costs including the salaries of the Director and an office administrator.
LCC Ukraine Project	Ukrainian Refugee Community Support Project
LCC Wellbeing Grant	Five Way for Well-being - Migrant Health Grant, Health Board

6 Tangible assets

	Computer equipment	Total
<u>Cost</u>	£	£
At 1 April 2022	3,855	3,855
Additions	-	-
At 31 March 2023	<u>3,855</u>	<u>3,855</u>
<u>Depreciation</u>		
At 1 April 2022	2,428	2,428
Charge for year	703	703
At 31 March 2023	<u>3,131</u>	<u>3,131</u>
<u>Net book value</u>		
At 31 March 2023	<u>724</u>	<u>724</u>
At 31 March 2022	<u>1,427</u>	<u>1,427</u>

7 Debtors and prepayments

	2023	2022
	£	£
Prepayments	-	35
	<u>-</u>	<u>35</u>
	35	

8 Cash at bank and in hand

	2023	2022
	£	£
Cash at bank	142,671	112,351
Cash in hand	3,646	707
	<u>146,317</u>	<u>113,058</u>

9 Creditors and accruals

	2023	2022
	£	£
Accruals	990	600
	<u>990</u>	<u>600</u>

Leeds Refugee Forum
Notes to the accounts continued
for the year ended 31 March 2023

10 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £38,630 (previous year: £33,978).

11 Funds held as agent

	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Refugee Community Organisations	2,030	1,150	3,180	-
	<u>2,030</u>	<u>1,150</u>	<u>3,180</u>	<u>-</u>

Fund name

Refugee Community Orgs

Additional Information

Funds held on behalf of Individual refugee community organisations.

Leeds Refugee Forum

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2023

	2023 Unrestricted funds £	2022 Unrestricted funds £	2023 Restricted funds £	2022 Restricted funds £	2023 Total funds £	2022 Total funds £
Income						
Grants and donations	5,118	1,558	136,401	73,924	141,519	75,482
Donated services	1,163	5,206	-	-	1,163	5,206
Fees and charges	642	5,466	-	-	642	5,466
Other income	520	-	-	-	520	-
Total income	7,443	12,230	136,401	73,924	143,844	86,154
Expenditure						
Salaries, NIC and pensions	825	-	74,521	57,433	75,346	57,433
Payroll fees	963	-	-	740	963	740
Donated services	1,163	5,206	-	-	1,163	5,206
Donations to others	-	-	9,210	5,550	9,210	5,550
Volunteer expenses	10	-	3,140	1,358	3,150	1,358
Utilities	90	-	4,028	2,234	4,118	2,234
Printing, postage and stationery	-	-	1,915	1,196	1,915	1,196
Telephone and Internet	125	-	804	1,525	929	1,525
Insurance	-	35	210	176	210	211
Independent examination	390	-	600	600	990	600
Equipment	-	-	798	156	798	156
Food and refreshments	-	-	2,287	379	2,287	379
Other premises costs	-	-	332	966	332	966
Travel and transport	-	60	374	1,060	374	1,120
Training and support	-	85	195	-	195	85
Website	500	-	1,073	-	1,573	-
Membership fees	-	-	45	71	45	71
Other office costs	20	-	114	120	134	120
Bank Charges	191	-	26	47	217	47
Depreciation	703	703	-	-	703	703
IT and software	499	-	415	917	914	917
Activities	93	-	6,019	529	6,112	529
Total expenditure	5,572	6,089	106,106	75,057	111,678	81,146
Net income / (expenditure)	1,871	6,141	30,295	(1,133)	32,166	5,008
Transfers between funds	1,516	1,420	(1,516)	(1,420)	-	-
Net movement in funds	3,387	7,561	28,779	(2,553)	32,166	5,008
Fund balances brought forward	44,373	36,812	69,547	72,100	113,920	108,912
Fund balances carried forward	47,760	44,373	98,326	69,547	146,086	113,920

LEEDS REFUGEE FORUM

England & Wales - Charity number 1160845

Accounts

Leeds Refugee Forum

Charity number 1160845

A company limited by guarantee number 06231434

Annual Report and Financial Statements

for the year ended 31 March 2023



WYCAS

COMMUNITY ACCOUNTING
WEST YORKSHIRE

Leeds Refugee Forum

Annual Report and Financial Statements for the year ended 31 March 2023

Contents	Page
Trustees' report	2 to 11
Examiner's report	12
Statement of financial activities	13
Balance sheet	14
Notes to the accounts	15 to 21

Prepared by West Yorkshire Community Accountancy Service CIO

Leeds Refugee Forum

Trustees' report for the year ended 31 March 2023

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Katayoun Saemlan	Chair	
Godefroid Rubomboza	Treasurer	
Taurai Cheteni		
Andrew Rathbone		
Maxmed Hussein		
Pria Bhabra		
Louise Walte	Secretary	
Haleh Jahanshahlou		
Naima Mohamed		
Fatemeh Khansalar		
Morteza Keshtkar-Bagheri		Appointed February 2023
Charity number	1160845	Registered In England and Wales
Company number	06231434	Registered in England and Wales
Registered and principal address	Bankers	
One Community Centre	HSBC Bank plc	
Cromwell Street	PO Box 105	
Lincoln Green	33 Park Row	
Leeds	Leeds	
LS9 7SG	LS1 1LD	

Independent examiner

Simon Bostrom FCIE

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2023

Structure, governance and management

The charity is a company limited by guarantee and was formed on 30 Apr 2007. It is governed by a memorandum and articles of association which were amended by special resolution on 19 Aug 2014. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Objectives and activities

The charity's objects

The Objects of the Charity, being for the benefit of the inhabitants of the Yorkshire and the Humber region, in particular Leeds, and in particular for the benefit of people who are refugees or asylum seekers, are:

The relief of need for refugees and asylum seekers and to advance them in life with a view to helping them develop their capacities and skills so that they may better participate in their community, in particular by providing advice, training, practical assistance and liaising with other organisations that can help achieve these aims

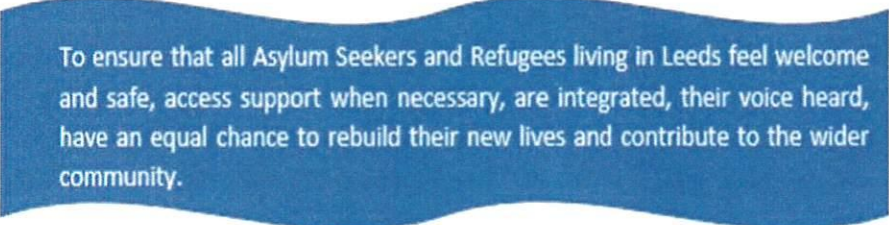
The advancement of education and training and the relief of unemployment,

The preservation and protection of health,

To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age infirmity of disability, financial hardship or social circumstances, in particular refugees, with the object of improving their condition of life,

The promotion of the voluntary sector for the public benefit by providing advice, information and services to refugee community organisations in Leeds.

Vision



To ensure that all Asylum Seekers and Refugees living in Leeds feel welcome and safe, access support when necessary, are integrated, their voice heard, have an equal chance to rebuild their new lives and contribute to the wider community.

Mission – In order to achieve its vision, LRF has as its mission:

1. To be the voice for refugees and refugee communities
2. To provide a resource for refugees and refugee communities

Leeds Refugee Forum works closely with the Leeds Migration Partnership to link our concerns and proposed activities to meetings in Leeds where topics are discussed and decisions are made. For example, housing, health and safety, employment and education. Our work helps the city to meet its vision of being a welcome and compassionate city.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2023

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

The charity's main activities

Leeds Refugee Forum (LRF) is a refugee-led organisation directly supporting refugees and asylum seekers as they begin their new lives in the city. Refugees are socially and economically disadvantaged in many ways, but refugees also bring with them a huge wealth of experience, knowledge, expertise and resourcefulness. LRF aims to help refugees harness these skills to benefit other refugees, asylum seekers, refugee communities and the wider community. LRF identifies, inspires, develops, encourages and supports members of the refugee community.

- **Communicating refugee needs:** to ensure that organisations and agencies respond to these
- **Raising awareness of refugees:** to improve understanding, empathy and integration
- **Providing a link to community leaders:** a quick and reliable way to find spokespeople, gather views and disseminate information to and from communities.
- **Providing Information about refugees:** including about refugee communities in Leeds, refugee organisations and refugee cultures
- **To provide a resource for refugees and refugee communities**
- **Helping refugees access services:** LRF is a conduit to services provided in Leeds
- **Ensuring refugee communities have the facilities and skills:** to be able to support their communities

Achievements and performance

Leeds Refugee Forum plays a vital role in supporting refugees and asylum seekers in Leeds. This report illustrates the diversity of provisions provided by LRF.

Integration:

LRF provides ESOL and development opportunities for children and adults to enable them to achieve their full potential.

Advocacy Support

The Service Scope, what we offer

This service offers support to vulnerable, newly arrived refugees and asylum seekers as well as residents with barriers to accessing support and information. This includes supporting those who need digital assistance and those who need support with navigating systems in the UK, both in English and with interpreters for those with English and their second language. This service is available to all, including the public and our clients who come from the African continents, Eritrea, Sudan, Somalia, Kurdish, Iran, Iraq, Ukraine, South America, Brazil, Venezuela, India, Maldives and South East Asia (China, Thailand, Malaysia, Vietnam and Singapore with the age range of 24 to 80 years old.

We can assist with the following:

- * Filling out and understanding forms and bills
- * Contacting organisations on their behalf
- * IT support
- * Classes and other projects in the centre
- * Signposting to other services
- * Supporting filling forms digitally through the government platform and project 'We Are Digital'

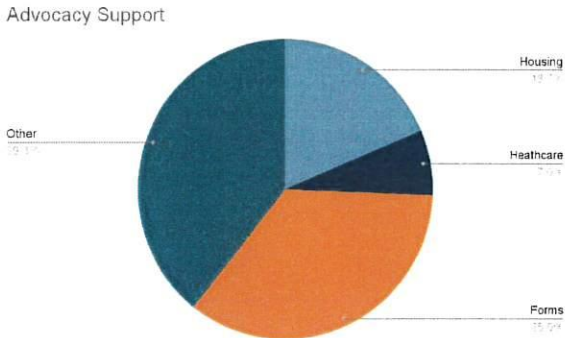
Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2023

Since April 2022, we have increased our availability for face-to-face advocacy from one day a week to

Advocacy Support offer appointments Mon - Fri: 10 – 2; however, we have continued to offer bilingual support services and the opportunity to use text messages to contact clients. We have continued to recruit volunteer interpreters to extend and fill gaps in our service.

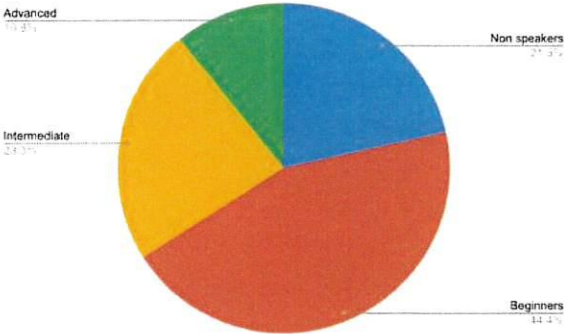
Between 1st July 2022 and 1st July 2023, there have been over 300 advocacy cases.



English for Speaking for Other Languages (ESOL) and Homework Club: Educational activities are a core provision of services at LRF. We provide activities for all age groups: Homework Club for primary school children, Zoom Youth Group for secondary school students and ESOL classes for adults. Each activity is designed to assist the refugee and migrant community in overcoming any barriers to inclusion with the ongoing goal of improved independence, well-being and integration.

ESOL

From April 2022, we had 279 registered students divided by ability into five classes. In April 2023, we implemented a new level titled 'Non-speakers' for students with little to no pre-existing English language abilities. We also had two beginner classes, an Intermediate class and an Advanced class. Students self-categorised upon registration, based on ability and availability as classes fall on different days. Teachers had the opportunity to suggest moving students if necessary.



We capped class numbers according to each teacher's preference, ranging from 15 people per class to 25 students per class. In April 2023, we implemented a new system whereby if students were absent for two weeks in a row, we called them to ask if they would still attend. After three absences, we removed them from the register and added new people to the waiting list. Attendance was very irregular, which is expected given the nature of the community. After a month of trialing the new system, we raised the cap of students registered as it was very rare for more than half of the class to show up.

We had five volunteer teachers and six volunteer assistants. The teachers were very reliable, as were the majority of the assistants. Some assistants were service users themselves and attended other classes. Others came from university courses. We found that placement students and those studying ESOL or Education were the most reliable volunteers.

Homework Club

The Homework Club is a weekly drop-in session supporting children from Year 1 to Year 7 with English and Maths. The club offers a safe and supportive environment for children to have fun, develop their skills, and make friends. Social activities like active games and quizzes are co-run by our team of dedicated volunteers.

Homework Club runs in term time, every Tuesday and Thursday, from 4:30 – 6:30 pm. In February, the decision was made to reduce the length of the activity, as the children were struggling to focus. It was adjusted to run until 6 pm. The Thursday session was also paused for a period of 6 months due to a lack of volunteer engagement. This began again in March 2023, to split the students as the Tuesday activity was very busy.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2023

TECH LENDING COMMUNITY

Brief about the project 'the scope and objective, what need we meet and problem tackling.': LRF was one of 4 charities in the UK granted this pilot project (1 year), including 200 tablets to run the Tech Lending Community project. This pilot project aims to tackle digital isolation through a tablet lending scheme. The objective is to support people in temporary accommodation, covering digital needs and tackling exclusion by providing each one of the beneficiaries with a device, O2 SIM cards (unlimited texts and calls, 15GB monthly data) and support through digital skills sessions. All tablets were lent out by December 2022 to 13 different organisations, including one hotel on the outskirts of Leeds, which houses asylum seekers.

Time duration: This is a pilot project with a duration of 1 year.

Input and Output - (Resource and Achievements): So far, the project has lent all of the 200 tablets out but also delivered 10 digital skills group sessions and more than 30 one-to-one sessions for individuals. These have occurred in the participants' homes, in the hotel with asylum seekers and/or in our centre. The number of participants exceeds 200 as tablets have been returned from loan and sent out again every time a resident moves out of the temporary accommodation and another person moves in.

Statistics

A (How many sessions were held and duration): Each of the 10 group sessions lasted, on average, 2 hours each, whilst the individual sessions varied between 1h and 2h each.

B (How many Volunteers + Placement students are involved): For group sessions, there were 5 interpretation volunteers involved. We have one asylum seeker who volunteers weekly for the project, assisting with delivering digital skills sessions and tech-related issues.

C (How many service users joined the sessions): For the groups, usually 10-15 persons (total 20x15 = 300) attended the events. Individually 30 persons benefited from digital skills sessions.

Output - Monitoring Improvements and change

In order to monitor the improvements and change, we have always asked for feedback and case studies from support workers working directly with the participants.

COMMUNITY CALLING PROJECT (PHONE LINE)

Brief about the project 'the scope and objective, what need we meet and problem tackling.': Started in partnership with LASSN, but since December 2022, LRF has been taking the project independently and applying for further funds. This project involves giving out O2 SIM cards (unlimited calls/SMS and 15GB monthly data) and smartphones to needy persons. So far, the project has benefited 310 individuals by giving out SIM cards and 60 smartphones. The project involves service users visiting the centre at the allocated time for SIM card services (Tuesdays and Thursdays). Moreover, LRF has visited more than 4 hotels on the outskirts of Leeds, several times, to provide SIM cards and smartphones to asylum seekers who could not attend our services in our centre.

Input and Output - (Resource and Achievements): So far, the project has benefited 310 individuals by giving out SIM cards and 60 smartphones in one-to-one sessions. These have occurred in the project participants' hotels (asylum seekers) and/or in our centre. Due to the data vouchers expiration after 6 months, we have also been able to renew the vouchers for another 6 months every time needed.

Statistics

A 310 one-to-one sessions (lasting 10-15 mins each), as well as 10 long sessions and journeys to the hotels (lasting 2-3 hours each).

B (How many Volunteers + Placement students are involved): One asylum seeker volunteer weekly for the project, assisting with delivering digital skills sessions and tech-related issues.

C (How many service users joined the sessions): 310 persons total.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2023

Output - Monitoring improvements and change

In order to monitor the improvements and change, we have always asked for feedback and case studies from support workers working directly with the participants. See below:

Arvin is an Iranian asylum seeker living in a hotel and, until recently, has been very isolated. Thanks to the Community Calling Project, we have sourced a donated phone for Arvin, and he can now keep in touch with his friends and family!

Well-being Activities

The well-being started on 15th September 2022. We started as a women's group that is on Thursdays and Fridays. This term aimed to be focusing on developing women's well-being by building their confidence, getting everyone together and preparing them to run their businesses if they need to. After all the success, we're now starting the men's well-being a weekly two-hour session.

Activity and visits: Halloween party, Beauty sessions, The Royal Horticultural Society (three sessions), cooking sessions, Newroz Party, Christmas Party, International Women's Day, MESMAC Leeds visit, Oprah North sessions, Picnic day, Trip to Thackrey Medical Museum, Interring Quilt festival, Dance session with a university student, Women's whispers visit, Eid celebration with different people from community, Cultural day and business support, Visit from Uni Student, A session with Mafwa Theatre and Starbucks visit.

Challenge or Development: Language: We placed volunteers that can help with translating the languages from inside the group and to help everyone and make that all understand everything. Health Issues: We manage and try to be very accessible for everyone, so we have a one-to-one to make sure that we're listening and helping those who need help and making them feel they're part of us. Sharing privacy and confidential details from the group: We did have many issues as people shared everything that was happening inside the group, so our action was to make everyone happy and to protect privacy and confidentiality. We did ask everyone to sign a privacy and confidential paper. Aggressive behaviour: As we all together as family friends, we will not be accepting any aggressive behaviour; for those who did have it, we did have a one to one with them, then we did give warnings until and as it continued, we did have to ask them to leave and not to join the

OVERVIEW: In general, we did start with a high attendance that was only thinking that we would be sewing. Once the term started and the activities were explained and introduced, people who felt this was not what they wanted started dropping. We're in a good attendance number for the women's wellbeing group now compared with last term. The group became more like a family, and they started to be friends and support each other's in and outside the organisation, and this was our main aim. Through the activities we provide and the support we give, we managed to build this small community that helps and shares with each other. The group does have their problems, but they know how to solve them with each other's and how to welcome new people and share their skills, experiences, and stories.

The group have become stronger and happier than how we started. We managed to build confidence in them by asking a couple of them to lead some sessions and by giving a chance to the ones who felt they could support to take part and be our volunteers.

This group is much different than how it started in the beginning, and it did develop very well in many ways, and they point now to be opening their own business and are ready to be professionals by listing their work on social media, putting their prices and many more. The group is also ready to take part in outside events and to interdicting their selves to the communities.

Volunteering side, we do have people in and out, but the strategy of placing volunteers from inside the groups did work well and managed to bring the trust in the group and provide more help in a very understanding way.

Information and communication activities: Social media plays a crucial role in today's interconnected world, and for a charity, it offers a powerful platform to amplify our mission and make an impact. Social media provides an avenue for Leeds Refugee Forum to raise awareness about the plight of refugees, share their success stories, and highlight the ongoing challenges they face. By leveraging the vast reach and engagement potential of social media platforms, we can effectively communicate with a diverse audience, including potential donors, volunteers, and supporters worldwide. These platforms enable the charity to showcase the positive impact they are making, mobilise resources, and rally public support.

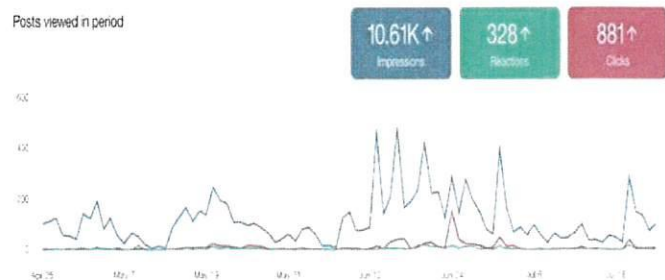
Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2023

Importantly, social media allows us to connect directly with refugees and asylum seekers who can benefit from our services.

What we post

We post any information that is important for our community to know, as well as photos and videos from our events and classes. This includes callouts for donations of specific items, which have an almost 100% response rate. Through doing this, we've connected refugees and asylum seekers with essential items such as clothes, shoes, kitchen items and baby items like prams and bottles.



We advertise our classes and groups through social media to ensure that as many people as possible are aware of them, and that we maximise attendance. We also frequently share events and schemes our community may be interested in, such as Mafwa theatre events, computer classes and food banks.

By posting pictures and videos of our events, people curious about coming along can see what to expect, which helps dispel any anxieties they may have. It also showcases the hard work in action of our staff and volunteers.

Statistics

We use Instagram, Facebook and Twitter to post content. Our current follower stats are: Twitter: 2,091, Facebook: 766 and Instagram: 738

Over the past 3 months, our following on each platform has increased steadily. We saw the most engagement with posts in June, during Refugee Week, when many other organisations and we were putting on events.

Currently, most of our followers are female. This could explain why the Men's Wellbeing Group has lower attendance than our groups for women. We are currently strategising ways to engage more men - this is especially important as men's emotional and mental well-being is often overlooked by society.



LRF has been spending between 2 - 8 hours a week on social media, which includes creating content, scheduling posts and replying to messages.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2023

Branding

Since taking over social media, we have implemented a brand strategy to ensure our posts look uniform and are of high quality. This includes using the same fonts, colours and a similar illustration style. Having a solid branding strategy is of paramount importance for a charity as it serves as the foundation for building trust, recognition, and a compelling narrative around the LRF's mission. A well-defined and cohesive brand identity enables the charity to convey its values, goals, and impact in a consistent and emotionally resonant manner. A strong brand presence helps create a distinct and memorable image in the minds of potential donors, volunteers, and beneficiaries, ultimately driving increased engagement and support.

Hardship Fund:

There's been a rapid increase in the number of destitute Asylum seekers in the Leeds and Yorkshire area. Indeed, it is impossible to quantify the actual number of destitute asylum seekers in Leeds because of lack of data, fear of being caught and deported, the mobility and change of support and the main factor, lack of trust within the hostile environment. Many destitute asylum seekers are left to seek out accommodation through support networks or charities. Most of them are supported by co-nationals who are refugees, and some of them are asylum seekers. Refugee Communities (RCOs) are the main supporter by offering shelter, short and long stays, sharing food and very limited financial support. This leaves them with poor access to food support and healthcare.

Each winter, a group of voluntary organisations in Leeds operates a Hardship Fund to provide limited financial support to those in greatest need. The fund provides small subsistence donations to destitute asylum seekers who have no income at all (for a single person, £25 per week, £40 for a couple and usually for four weeks maximum). The Fund is managed and run by Leeds Hardship Fund Steering Group, which comprises representatives of referral organisations (PAFRAS, British Red Cross, Meeting Point, Solace, LASSN and RETAS) and Leeds Refugee Forum (LRF) who manages the Fund but does not make referrals.

This year, we were able to conduct the activities of the Hardship Fund despite the precautions required to preserve, as much as possible, the safety of everyone. The Fund started operating in the week beginning 7th December 2022 and continued until the end of April 2023. This was a total of 21 weeks.

HARDSHIP FUND 22-2023

■ Total people supported ■ Male ■ Female ■ Families ■ Payments made



Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2023

Financial review

The net income for the year was £32,166, including net income of £3,387 on unrestricted funds and net income of £28,779 on restricted funds after transfers.

Reserves policy

The reserves policy is:

- i) to maintain minimum reserves sufficient to cover 3 months operating expenditure.
- ii) if possible to allocate income from One Community Centre to reserves (i.e.. To aim to cover operating expenditure from other sources);
- iii) to adopt a target for the time being of accumulating sufficient reserves to cover at least 6, and up to 12, months operating expenditure.

The charity's free reserves, excluding fixed assets, at the year end were £47,036.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2023

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods and principles in the Charities SORP;

make judgements and estimates that are reasonable and prudent;

state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 13/09/2023

Katayoun Saemian (Trustee)



Leeds Refugee Forum

Independent examiner's report to the trustees of Leeds Refugee Forum

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2023, which are set out on pages 13 to 21.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Simon Bostrom FCIE

14/09/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Leeds Refugee Forum
Statement of Financial Activities
(including summary Income and expenditure account)
for the year ended 31 March 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Income from:					
Grants and donations	(2)	5,118	136,401	141,519	75,482
Donated services	(3)	1,163	-	1,163	5,206
Fees and charges		642	-	642	5,466
Other income		520	-	520	-
Total income		7,443	136,401	143,844	86,154
Expenditure on:					
Salaries, NIC and pensions	(4)	825	74,521	75,346	57,433
Payroll fees		963	-	963	740
Donated services		1,163	-	1,163	5,206
Donations to others		-	9,210	9,210	5,550
Volunteer expenses		10	3,140	3,150	1,358
Utilities		90	4,028	4,118	2,234
Printing, postage and stationery		-	1,915	1,915	1,196
Telephone and Internet		125	804	929	1,525
Insurance		-	210	210	211
Independent examination		390	600	990	600
Equipment		-	798	798	156
Food and refreshments		-	2,287	2,287	379
Other premises costs		-	332	332	966
Travel and transport		-	374	374	1,120
Training and support		-	195	195	85
Website		500	1,073	1,573	-
Membership fees		-	45	45	71
Other office costs		20	114	134	120
Bank Charges		191	26	217	47
Depreciation		703	-	703	703
IT and software		499	415	914	917
Activities		93	6,019	6,112	529
Total expenditure		5,572	106,106	111,678	81,146
Net income / (expenditure)		1,871	30,295	32,166	5,008
Transfers between funds	(5)	1,516	(1,516)	-	-
Net movement in funds		3,387	28,779	32,166	5,008
Fund balances brought forward		44,373	69,547	113,920	108,912
Fund balances carried forward	(5)	47,760	98,326	146,086	113,920

All incoming resources and resources expended derive from continuing activities.

Leeds Refugee Forum
Balance sheet
as at 31 March 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(6) 724	-	724	1,427
Total fixed assets	<u>724</u>	<u>-</u>	<u>724</u>	<u>1,427</u>
Current assets				
Debtors and prepayments	(7) 35	-	35	35
Cash at bank and in hand	(8) 47,991	98,326	146,317	113,058
Total current assets	<u>48,026</u>	<u>98,326</u>	<u>146,352</u>	<u>113,093</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(9) 990	-	990	600
Total current liabilities	<u>990</u>	<u>-</u>	<u>990</u>	<u>600</u>
Net current assets / (liabilities)	<u>47,036</u>	<u>98,326</u>	<u>145,362</u>	<u>112,493</u>
Net assets	<u>47,760</u>	<u>98,326</u>	<u>146,086</u>	<u>113,920</u>
Funds				
Unrestricted funds	47,760	-	47,760	44,373
Restricted funds	-	98,326	98,326	69,547
Total funds	<u>47,760</u>	<u>98,326</u>	<u>146,086</u>	<u>113,920</u>

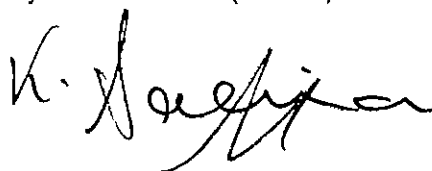
For the year ending 31 March 2023 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 13/09/2023

Katayoun Saemian (Trustee)



Leeds Refugee Forum

Notes to the accounts

for the year ended 31 March 2023

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.
There has been no change to the accounting policies since last year.
No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Donated goods for resale are valued at the amount actually realised upon their sale.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Computer Equipment: Over 3 Years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Leeds Refugee Forum
Notes to the accounts
for the year ended 31 March 2023

1 Accounting policies continued

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

Leeds Refugee Forum
Notes to the accounts continued
for the year ended 31 March 2023

2 Grants and donations	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Hubbub Foundation	-	39,900	39,900	-
Leeds Asylum Seekers Support Network	-	750	750	14,920
Leeds Christian Community Trust (LCCT)	-	10,500	10,500	8,000
Leeds City Council (LCC)	-	26,320	26,320	6,238
Manuel Bravo Project	-	7,678	7,678	-
Tudor Trust	-	42,000	42,000	35,000
Volition Leeds	-	6,293	6,293	2,000
PAFRAS	-	-	-	1,000
The Brelms Trust	-	-	-	5,000
Voluntary Action Leeds	-	-	-	1,190
Donations	5,118	2,960	8,078	2,134
	<u>5,118</u>	<u>136,401</u>	<u>141,519</u>	<u>75,482</u>

3 Donated services

The Forum was not charged rent of the One Community Centre during the year. The value of these donated services has been estimated as £1,163 (2022: £5,206).

4 Staff costs and numbers

	2023	2022
	£	£
Gross salaries	72,877	55,628
Social security costs	4,108	3,326
Employment allowance	(4,108)	(3,326)
Pensions	2,469	1,805
	<u>75,346</u>	<u>57,433</u>

The average number of employees during the year was 6.4, being an average of 3 full time equivalent (2022: 4.6, 2.4 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2023	2022
	£	£
Costs of the scheme to the charity for the year	2,469	1,805
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

Leeds Refugee Forum
Notes to the accounts continued
for the year ended 31 March 2023

5 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Manuel Bravo Project	-	3,839	3,651	-	188
NLCF	940	-	940	-	-
Community Cohesion	6,631	-	-	-	6,631
Community First	417	-	417	-	-
Community Resilience Project	2,059	-	2,059	-	-
Hardship Fund	15,890	2,860	4,710	(1,516)	12,524
Women's group	100	6,293	1,324	-	5,069
Homework Club	4,992	-	4,595	-	397
LCCT Household Support Fund	-	10,500	4,610	-	5,890
Digital fund LASSN	1,951	750	2,701	-	-
LCC Wellbeing Equipment	-	2,500	-	-	2,500
Lowell Giving Community	56	-	56	-	-
Manuel Bravo Project	11,920	3,839	11,442	-	4,317
Redundancy Reserve	1,553	-	-	-	1,553
Refugee Week	2,936	850	995	-	2,791
Hubbub Foundation	-	39,900	19,908	-	19,992
The Brelms Trust	4,331	-	4,331	-	-
Tudor Trust	15,771	42,000	35,411	-	22,360
LCC Ukraine Project	-	13,070	2,768	-	10,302
LCC Wellbeing Grant	-	10,000	6,188	-	3,812
	<u>69,547</u>	<u>136,401</u>	<u>106,106</u>	<u>(1,516)</u>	<u>98,326</u>

Fund name	Purpose of restriction
Manuel Bravo Project	Advocacy support for the refugee community.
NLCF	For LRF Online project.
Community Cohesion	For community activities (additional Tudor Trust funding).
Community First	Supporting ESOL classes and other community activities.
Community Resilience Project	To work with newly arrived and settled migrant communities in Leeds to increase their knowledge and awareness of the causes and signs of radicalisation and the appropriate support and actions available to them. The transfer relates to equipment purchases to be depreciated from the general fund.
Hardship Fund	Funding from PAFRAS, LASSN and Leeds Christian Community Trust to support destitute asylum seekers in Leeds. The transfer relates to a management charge.
Women's group	Individual donation towards the women's group activities.
Homework Club	For pupils from refugee background and new arrivals to support them in English, Maths and Science.
LCCT Household Support Fund	Towards household support costs.
Digital fund LASSN	Towards the cost of tablets bought for loan to RCOs.
LCC Wellbeing Equipment	Towards equipment purchases.
Lowell Giving Community	To support migrants, refugees and asylum seekers, as groups likely to experience financial exclusion.
Manuel Bravo Project	Towards strategic digital engagement.
Redundancy Reserve	Redundancy reserve for staff transferred at the incorporation date.
Refugee Week	Towards the costs of the annual Refugee Week events.

Leeds Refugee Forum
Notes to the accounts continued
for the year ended 31 March 2023

5 Restricted funds continued

Fund name	Purpose of restriction
Hubbub Foundation	Tech Lending Project – Tablets for Temporary Accommodations
The Belms Trust	Towards running costs.
Tudor Trust	Towards core costs including the salaries of the Director and an office administrator.
LCC Ukraine Project	Ukrainian Refugee Community Support Project
LCC Wellbeing Grant	Five Way for Well-being - Migrant Health Grant, Health Board

6 Tangible assets

	Computer equipment	Total
<u>Cost</u>	£	£
At 1 April 2022	3,855	3,855
Additions	-	-
At 31 March 2023	<u>3,855</u>	<u>3,855</u>
<u>Depreciation</u>		
At 1 April 2022	2,428	2,428
Charge for year	703	703
At 31 March 2023	<u>3,131</u>	<u>3,131</u>
<u>Net book value</u>		
At 31 March 2023	<u>724</u>	<u>724</u>
At 31 March 2022	<u>1,427</u>	<u>1,427</u>

7 Debtors and prepayments

	2023	2022
	£	£
Prepayments	-	35
	<u>-</u>	<u>35</u>
	35	

8 Cash at bank and in hand

	2023	2022
	£	£
Cash at bank	142,671	112,351
Cash in hand	3,646	707
	<u>146,317</u>	<u>113,058</u>

9 Creditors and accruals

	2023	2022
	£	£
Accruals	990	600
	<u>990</u>	<u>600</u>

Leeds Refugee Forum
Notes to the accounts continued
for the year ended 31 March 2023

10 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £38,630 (previous year: £33,978).

11 Funds held as agent

	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Refugee Community Organisations	2,030	1,150	3,180	-
	<u>2,030</u>	<u>1,150</u>	<u>3,180</u>	<u>-</u>

Fund name

Refugee Community Orgs

Additional Information

Funds held on behalf of Individual refugee community organisations.

Leeds Refugee Forum

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2023

	2023 Unrestricted funds £	2022 Unrestricted funds £	2023 Restricted funds £	2022 Restricted funds £	2023 Total funds £	2022 Total funds £
Income						
Grants and donations	5,118	1,558	136,401	73,924	141,519	75,482
Donated services	1,163	5,206	-	-	1,163	5,206
Fees and charges	642	5,466	-	-	642	5,466
Other income	520	-	-	-	520	-
Total income	7,443	12,230	136,401	73,924	143,844	86,154
Expenditure						
Salaries, NIC and pensions	825	-	74,521	57,433	75,346	57,433
Payroll fees	963	-	-	740	963	740
Donated services	1,163	5,206	-	-	1,163	5,206
Donations to others	-	-	9,210	5,550	9,210	5,550
Volunteer expenses	10	-	3,140	1,358	3,150	1,358
Utilities	90	-	4,028	2,234	4,118	2,234
Printing, postage and stationery	-	-	1,915	1,196	1,915	1,196
Telephone and Internet	125	-	804	1,525	929	1,525
Insurance	-	35	210	176	210	211
Independent examination	390	-	600	600	990	600
Equipment	-	-	798	156	798	156
Food and refreshments	-	-	2,287	379	2,287	379
Other premises costs	-	-	332	966	332	966
Travel and transport	-	60	374	1,060	374	1,120
Training and support	-	85	195	-	195	85
Website	500	-	1,073	-	1,573	-
Membership fees	-	-	45	71	45	71
Other office costs	20	-	114	120	134	120
Bank Charges	191	-	26	47	217	47
Depreciation	703	703	-	-	703	703
IT and software	499	-	415	917	914	917
Activities	93	-	6,019	529	6,112	529
Total expenditure	5,572	6,089	106,106	75,057	111,678	81,146
Net income / (expenditure)	1,871	6,141	30,295	(1,133)	32,166	5,008
Transfers between funds	1,516	1,420	(1,516)	(1,420)	-	-
Net movement in funds	3,387	7,561	28,779	(2,553)	32,166	5,008
Fund balances brought forward	44,373	36,812	69,547	72,100	113,920	108,912
Fund balances carried forward	47,760	44,373	98,326	69,547	146,086	113,920

LEEDS REFUGEE FORUM

England & Wales - Charity number 1160845

Accounts

Leeds Refugee Forum

Charity number 1160845

A company limited by guarantee number 06231434

Annual Report and Financial Statements for the year ended 31 March 2021



West Yorkshire Community Accounting Service

Leeds Refugee Forum

Annual Report and Financial Statements for the year ended 31 March 2021

Contents	Page
Trustees' report	2 to 12
Examiner's report	13
Statement of financial activities	14
Balance sheet	15
Notes to the accounts	16 to 20

Prepared by West Yorkshire Community Accounting Service

Leeds Refugee Forum

Trustees' report for the year ended 31 March 2021

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Katayoun Saemian	Chair	
Clare Jackson	Secretary	Resigned 18 January 2021
Godefroid Rubomboza	Treasurer	
Taurai Cheteni		
Jean-Marie Ninziza		Resigned 18 January 2021
Andrew Rathbone		
Maxmed Hussein		
Pria Bhabra		
Louise Waite	Secretary	
Fahimeh Forouzandeh		Appointed 18 January 2021
Haleh Jahanshahlou		Appointed 18 January 2021
Naima Mohamed		Appointed 18 January 2021
Mamdou Diop		Appointed 18 January 2021
Charity number	1160845	Registered in England and Wales
Company number	06231434	Registered in England and Wales

Registered and principal address	Bankers
One Community Centre	HSBC Bank plc
Cromwell Street	PO Box 105
Lincoln Green	33 Park Row
Leeds	Leeds
LS9 7SG	LS1 1LD

Independent examiner

Claire Welling

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 30 Apr 2007. It is governed by a memorandum and articles of association which were amended by special resolution on 19 Aug 2014. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2021

Objectives and activities

The charity's objects

The Objects of the Charity, being for the benefit of the inhabitants of the Yorkshire and the Humber region, in particular Leeds, and in particular for the benefit of people who are refugees or asylum seekers, are:

- (1) The relief of need for refugees and asylum seekers and to advance them in life with a view to helping them develop their capacities and skills so that they may better participate in their community, in particular by providing advice, training, practical assistance and liaising with other organisations that can help achieve these aims
- (2) The advancement of education and training and the relief of unemployment,
- (3) The preservation and protection of health,
- (4) To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age infirmity of disability, financial hardship or social circumstances, in particular refugees, with the object of improving their condition of life,
- (5) The promotion of the voluntary sector for the public benefit by providing advice, information and services to refugee community organisations in Leeds.

Vision

To ensure that all Asylum Seekers and Refugees living in Leeds feel welcome and safe, access support when necessary, are integrated, their voice heard, have an equal chance to rebuild their new lives and contribute to the wider community.

Mission – In order to achieve its vision, LRF has as its mission:

1. To be the voice for refugees and refugee communities
2. To provide a resource for refugees and refugee communities

Leeds Refugee Forum works closely with the Leeds Migration Partnership to link our concerns and proposed activities to meetings in Leeds where topics are discussed and decisions are made. For example, housing, health and safety, employment and education. Our work helps the city to meet its vision of being a welcome and compassionate city.

The charity's main activities

Leeds Refugee Forum (LRF) is a refugee led organisation directly supporting refugees and asylum seekers as they begin their new lives in the city. Refugees are socially and economically disadvantaged in many ways, but refugees also bring with them a huge wealth of experience, knowledge, expertise and resourcefulness. LRF aims to help refugees harness these skills to benefit other refugees, asylum seekers, refugee communities and the wider community. LRF identifies, inspires, develops, encourages and supports members of the refugee community.

How we work

1. Leeds Refugee Forum (LRF) supports Refugee Community Organizations (“RCOs”). LRF acts as an umbrella organization for RCOs - to increase their capacity and effectiveness by acting together rather than in isolation. Over 50 RCOs are members of LRF.
2. LRF manages “One Community Centre” in Lincoln Green, which is one of the more deprived areas of Leeds, and also an area where many refugees live. The centre is used for services and activities provided by LRF and other organizations for the benefit of refugees and asylum seekers. It is used by RCOs for their own meetings and activities. The centre is also available for use by the wider community.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2021

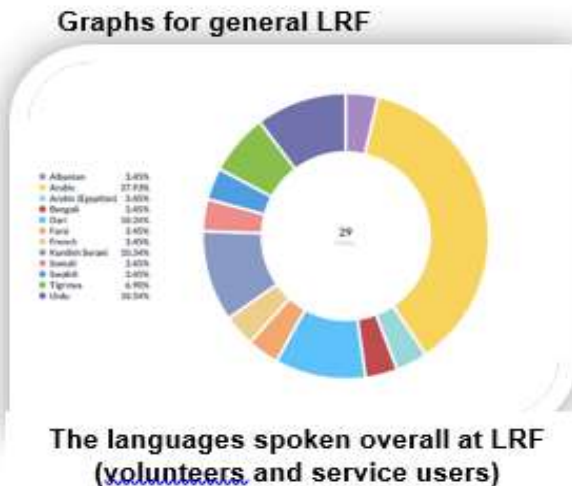
The charity's main activities (continued)

3. LRF provides or facilitates the provision of information, signposting, advice and advocacy helping asylum seekers and refugees to access benefits and services to which they are entitled, resolve problems and issues relating to housing, welfare benefits, debt etc, and to improve their employment prospects; and promotes the integration of refugees in the local community.
4. LRF organizes or supports other activities not based at the centre, for example sporting activities, Refugee Week events, the Burmantofts Gala and the Leeds Hardship Fund for destitute asylum seekers.
5. LRF helps to communicate the needs of refugee communities to the local authority, the health service and other statutory bodies, and other voluntary organizations, and helps such agencies and organizations to reach "hard to reach" communities. LRF has continued to host and help to organize the Multi-Agency Meeting of organizations supporting refugees in Leeds.

Public benefit statement

In setting the organization's objectives and planning its activities the Trustees take account of the Charity Commission's guidance on public benefit.

Achievements and performance



Due to the unusual circumstances related to the pandemic, LRF responded by adapting staffs' skills and roles to change the way we work in order to meet the needs of people. use Zoom application to be connected and communicated with us and other service providers. This year, LRF runs three adult English lessons. These are separate from English classes that are run by other organisations, but are based at One Community Centre. All of LRF's classes are taught by volunteers, and facilitated by a LRF staff member who provides technical and material support.

This class is LRF only ESOL female class. The session was successfully adapted to Zoom during the lockdown. As this is a continuing class, the Zoom delivery format was centred around the same approach as the physical class. This is a key activity ensuring social inclusion and engagement, an opportunity where we can raise awareness and link to support. The demand for physical class is high because some of the women belong to the vulnerable group of our communities. Currently the class offers blended learning with the option to join the class in the centre (through booking) or a Zoom telecast. The class restarted in November 2020 with 1 tutor and 1 staff; Total number of students = 19 members, 8 Eritrean, 7 Kurdish, 2 Somalian and 1 Vietnamese. Attendance rate = 70% (due to members internet access to Zoom). Women Arise group: Most of the group are Afghan and Kurdish women. 12 sessions organised and 12 students joined. The sessions were combined in present and on Zoom. Student Action for Refugee (STAR) run two session a week online through Zoom.

S.M from the Kurdish community "During the lockdown, I was completely isolated and had a phobia of illness and hygiene. My contact via Zoom and the beginning of the study was for me like a lifeline, and my psychological balance was restored, and I gradually returned to normal life. Thank you to Refugee Forum's staff."

Leeds Refugee Forum

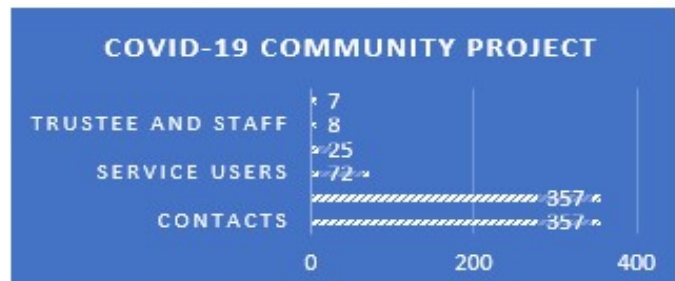
Trustees' report (continued) for the year ended 31 March 2021

Achievements and performance (continued)

Covid-19 Community Project

During the COVID 19 pandemic we work closely with different projects run by Leeds City Council public health, NHS and VA-L in supporting, Forum Central and Allyship programme from the city's Health and Wellbeing board organising focus groups and sending key messages to the refugee communities and migrants' groups. This project involves the dissemination of COVID-19 information and addressing misinformation with regards to the lockdown rules and regulations and revised tier system. We provided provisions (access to internet and laptops) to the vulnerable group and those who are in need. LRF has been part of this process through our own set goals and working closely with our members and commu

This project has now successfully run for a year. Throughout these times we have supported, educated, and informed the LRF members with information and the misinformation surrounding Covid-19 through emails, social media, and phone messages. The Government, NHS and many other organisations including ourselves have started to be inclusive by creating translated visual and audio materials for our non-English speaking service users. With the extended lockdown rules and the new Covid-19 variant, we aim to continue this valuable service alongside government timeframe. The statistic are as follows: Members contacted: 72 LRF service users, 25 volunteers, 7 project tutors/coordinators, 8



staff/trustees. Number of times contacted, and materials sent to these members are 357. Materials sent is in 10 languages English, Arabic, Amharic, Farsi, Tigrinya, Fresh, German, Urdu, Vietnamese, and Somalian.

Phoneline project

Due to the effect of COVID 19 lockdown experience refugee and asylum seekers, refugee communities faced great challenges, language is a major barrier, expressing their problems online or over the phone and how to access services and assistance available in the city. LRF set up a citywide phone line for service users with the aim to support service users from all age, nationalities and backgrounds through the Pandemic. The service includes the option to speak to an interpreter or leave a message with the option to get a call back. It is also possible to send text messages to the phone. We were keen to ensure that people had a way to communicate.

Since the start of this project, LRF was able to support people with: the search for a solicitor, joining English classes and youth group courses at LRF, translation advice and helped understanding forms such as Child Benefit Claim as well as contacting Housing options. With the help of interpreters, we were able to support service users in English, Tigrinya, Arabic, Kurdish Sorani, Swahili and Portuguese.

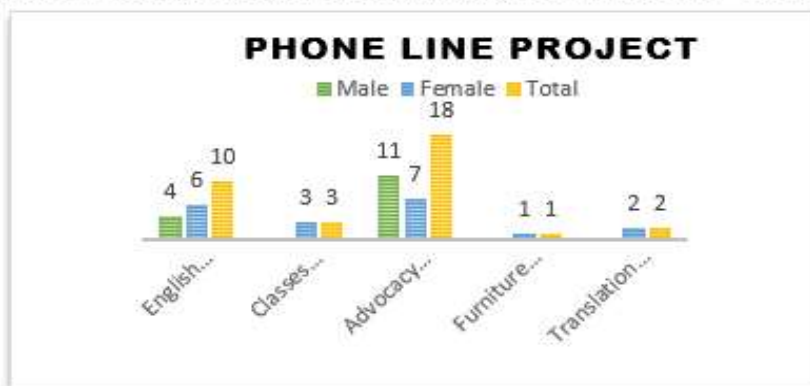
Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2021

Achievements and performance (continued)

As seen in the graph, the majority of requests was for Advocacy support with a total of 18 calls split between Male and Female service users, social workers and other organizations. Requests for Classes have been the second highest calls with a total of 13 calls for both Adult English Classes and Children's Classes.

The least requests were made for just Translation services and a request for Furniture in new Housing with a total of three calls. In total, 34 people have been contacted. English Classes Adults (TU Women Only, Monday and Friday Classes) 10 people (4 male, 6 female), Classes Children (Homework Club, Youth Group) 6 people served (3 male, 3 females), Advocacy Support (Solicitor Advice, Housing, filling out Forms, Migrant Help) with interpreters, 18 people served (11 male, 7 female), Furniture Housing Support, 1 female, and 2 females helped with reading letters and translation. Total people benefit so far 34. M.S " The Forum was for me like heaven, I was stuck and all services were closed during the lockdown and it was difficult for me to understand talking over the phone. The services that were provided to me solved all my problems and I am very grateful to them."



English Classes Adults (TU Women Only, Monday and Friday Classes) 10 people (4 male, 6 female), Classes Children (Homework Club, Youth Group) 6 people served (3 male, 3 females), Advocacy Support (Solicitor Advice, Housing, filling out Forms, Migrant Help) with interpreters, 18 people served (11 male, 7 female), Furniture Housing Support, 1 female, and 2 females helped with reading letters and translation. Total people benefit so far 34. M.S " The Forum was for me like heaven, I was stuck and all services were closed during the lockdown and it was difficult for me to understand talking over the phone. The services that were provided to me solved all my problems and I am very grateful to them."

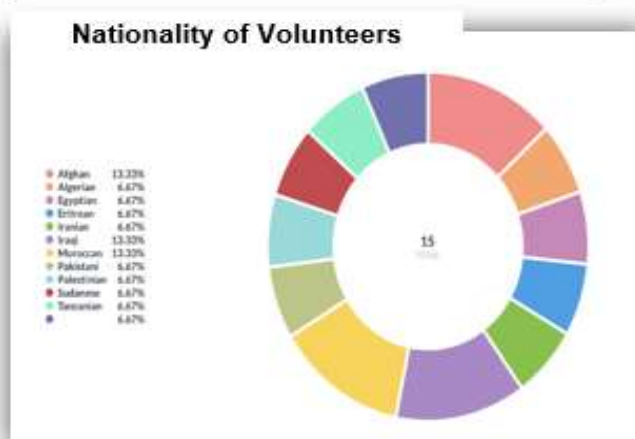
IT Support Project

The COVID-19 pandemic increased isolation for many people all over the world. The project being developed in partnership with Leeds Asylum Seekers Support Network (LASSN) to provide a "call back" service for people seeking help or advice. Although LASSN and Leeds Refugee Forum work city wide they have more volunteers and service users from Lincoln Green and Burmantofts than any other part of the city. We recognise that many individuals are digitally excluded and have created a project to support and provide computer education for refugees in Leeds. Our IT Support Project provides support and training on how to use online applications such as video call, email, internet searches and general use of technology. We understand the importance of staying connected with family members and having access to information about local communities and ways to stay healthy and safe. We currently provide lessons in Arabic, Kurdish Sorani, Farsi, Dari, Pashto, French, Urdu and Tigrinya.

Volunteers

We currently have 13 bilingual volunteers that run the IT classes. Our team is very diverse with volunteers from all over the world at different stages of their life. Some of our volunteers are asylum seekers, dedicated to helping other asylum seekers become connected. Some now have refugee status and are looking to gain new experiences and skills. All of our volunteers are bilingual, with English being their second or third language.

Our volunteers come from Afghanistan, Sudan, Eritrea, Morocco, Palestine, Pakistan, Iran and Kurdistan Iraq. We recruited volunteers from our Refugee Community Organisation's and through social media advertisements.



Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2021

Achievements and performance (continued)

Hardship Fund:

This year, we were able to conduct the activities of the Hardship Fund despite the precautions required to preserve, as much as possible, the safety of everyone. The Fund started operating in the week beginning 30th November 2020 and continued until the end of March 2021. This was a total of 18 weeks. The fund's steering group decided to make some adjustments in the way payments were provided in accordance with COVID arrangements: LRF ensured One Community Centre was COVID secure, and that masks and hand sanitiser were available for people collecting payments. Payments were made in the usual way, along with the PPE (face masks, hand gel) provided by LRF. It was possible for payments to have been made to 3rd parties (friends, relatives), or for several weeks at a time in a single payment – but only when requested by the referrer and arranged in advance with LRF.



The individuals and families supported this winter came from 25 countries (Iraq, Pakistan, Afghanistan, Zimbabwe, Nigeria, Somalia, Iran, Gambia, Guinea, Ivory Coast, Eritrea, Kuwait, Syria, Democratic Republic of Congo, Uganda, El Salvador, South Africa, Lebanon, Cameroon, India, Palestine, Bangladesh, Malawi, Vietnam and Dominica).

The Hardship Fund ran for 18 weeks and made 227 payments. This comprised of 57 males and 36 females, with some receiving payments more than once. A total of £5,950.00 was distributed. Beneficiaries of the fund were from an age range starting at twenty-one years old up to seventy-three years old. The majority were between thirty and fifty years old.

Additionally, we distributed 127 food parcels donated by Wharfedale Refugee Response, Methodist Church in Burley.



F.M from Zimbabwe said 'I have eaten a proper food of my choice when I received payments of hardship fund and remind me always I have to think there will be decent and generous people willing to support.'

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2021

Achievements and performance (continued)

Refugee Week

Thousands of people across the country took part in Refugee Week 2021 in an inspiring demonstration of the theme 'We Cannot Walk Alone'.

Leeds Refugee Forum is the lead of Refugee Week in Leeds and has been for more than 14 years. LRF takes on the role of co-ordinating city-wide events and encouraging all communities to participate. This year the programme of events were largely be undertaken virtually to ensure that COVID restrictions and guidance is followed. 12 events were arranged and held. Events include interactive art installation where women from different migration backgrounds invited (virtual exhibition), run by Mafwa Theatre. Wellbeing and adapting to changes session Persian Women Group, run by Persian Association in Leeds. Conversation Café organised and run by Refugee Council - New Roots project and Leeds Playhouse. The Leeds Refugee Forum Women Only English class celebrated Refugee Week, run by Leeds Refugee Forum. Community Sponsorship, Event for Refugee Community Organisations organised by the Refugee Council. Women Arise Achievements and contributions celebrated Refugee Week, wellbeing and socialising event. Fairy Poppins and the Naughty Winter Ghost, organized by Open Source Arts and hosted a special performance of the fantastic piece of family theatre from Leeds Playhouse. "Together With Refugees" an event run by Refugee Council and City of Sanctuary - in celebrating Refugees in Yorkshire to hear from speakers with a migration background about their lives, journeys and achievements. Family party organised by the Leeds Refugee Forum, family gathering, diverse traditional music and a gift packs for children. Leeds Lord Mayor was there celebrating with families and children. Special performance of Whistlestop The Magic Flute Opera North. Opera North started touring a small, shortened version of Mozart's. The Magic Flute and was an offer a special performance to the refugee and asylum-seeking community during Refugee Week. It was a great start to the morning, and to the week. Hala demonstrated how to prepare a traditional Palestinian Breakfast. A huge thank you to all our partners, who make Refugee Week in Leeds possible, and to the organisations, groups and individuals whose passion and hard work have created this incredible movement. Leeds City Council supports refugee week with promotion of activities and a small pot of funding to support engagement.

EU Settled Status scheme support and Windrush Compensation Project

Leeds Refugee Forum in partnership with We are Digital:

The government has set up about 150 centres across the UK to offer an assisted digital service for EU citizens wishing to apply for settled status, but lacking the skills or access technology needed to do so. The Windrush project is aimed at supporting individuals with submitting compensation applications for various hardships they endured due to difficulties proving lawful status to reside in the UK. LRF is a member of We Are Digital centres since 2009. We have supported people needing assistance learning and educate how to use computers and being connected and with applying to this scheme. This service is only through referral from the Home Office. We cannot provide any immigration advice.

EU Settlement Scheme Digital Support:

LRF, in partnership with We Are Digital that provides digital support for anyone needing assistance with the online application for Settlement in the UK since the start of the scheme. Three staff members trained to provide these services on behalf of the Home Office. This period from 21 April 2021, we have supported 25 people with their applications.

The Windrush Compensation Scheme:

This scheme aims to compensate members of the Windrush generation and their families for the impacts of not being able to demonstrate their lawful immigration status. The scheme will run until 2 April 2023. We are now supporting and processing 3 applications.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2021

Achievements and performance (continued)

Volunteering project:

Leeds Refugee Volunteer is a project and a service on its own. Our volunteers are recruited from the local universities, colleges and the public via social media advertising. They come from various specialist academic background, industries and settlement status, matching the requirements of our service users. Their positive contributions online during the pandemic, have been pivotal and beneficial for the Homework Club and Youth Group. The reciprocal connections are beneficial to both volunteers and service users in culture knowledge, awareness and the community challenges. We provide references for their contributions to the centre and our projects. In total we have 26 volunteers, 7 males and 19 females. 6 professional and 19 students/placements. Average hours per week = 31.15hrs.

Partnership work across Leeds:

Leeds Migration Partnership (LMP): LRF support LMP by actively participating in the planning group and chairing the LMP operation group – LMP Strategic Group, we are leading on Safety and Inclusion Priority. LRF involves in planning meeting and give feedback in progressing on safety and inclusion.

The Domestic Abuse Voice and Accountability (DAVA) Forum: The overall aim of this group is to improve the support available to survivors and their families in Leeds and to improve the risk management of those causing harm by offering a voice to survivors and the sector and holding decision makers to account. LRF trained 12 leaders of refugee community on Safeguarding and Domestic Violence Quality Marks training. LRF attending quarterly meeting to give feedback to LMP meetings. 3 people has been signposted during this lockdown.

Leeds City Council:

- * Burmantofts Health Centre Development: LRF is one of the key partners LCC in developing Burmantofts and Lincoln Green Health centre. We organise and encouraging people from the refugee background living in the ward to take part in the consultation process and LRF shows interest in having access to Burmantofts Wellbeing Centre in the future.
- * Lincoln Green (LG) Priority Neighbourhood: LRF is a key partner of the council, support the projects and participating LG Core Team meeting, LCC Communities Team.
- * LCC Employment & Skills update LG Action Plan: Money (Finance) Leeds Employment Hub – working together and provide tailored and comprehensive support into employment, education and training to all unemployed Leeds residents. LRF delivers programme by providing one to one information, advice and guidance support for people from refugee and migrant background.
- * Burmantofts and Richmond Hill Digital Inclusion group. Supporting Leeds Mencap, with BRH Community Care Hub communicate with Migrants and Refugee communities.

Touchstone: Supporting women groups and providing internet data. Running wellbeing project for mix group – Curry club from One Community Centre.

Leeds Voice -VA-L focus groups: We work closely organising and supporting groups, 2 focus groups around Stroke Rehab and Maternity and Neonatal services.

Mafwa theatre: Mafwa's organisers and volunteers brings refugees, asylum seekers and settled communities together to celebrate our diversity and campaign for a more welcoming Leeds. During this lockdown, they run workshops online or in person, and support group by disseminating COVID information and practical support.

East Street Arts (ESA): We work together in different project in Lincoln Green area. We support the Neighbourhood Plan. LRF facilitate translation for Zine publication and other projects into Kurdish Sorani, Tigrigna and Arabic.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2021

Financial review

The net income for the year was £40,267, including net income of £12,719 on unrestricted funds and net income of £27,548 on restricted funds, after transfers.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

The impact of COVID 19 and the lockdown have stopped us running some of the activities face to face. We started doing different activities through the Zoom application. We applied to The Big Lottery to support us to work more remotely and we were awarded a grant to redesign our website and get someone as an employee to support and educate our volunteers' and service users being connected and using the internet to continue their learning activities and organising of events.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £35,912.

The reserves policy is:

- i) to maintain minimum reserves sufficient to cover 3 months operating expenditure.
- ii) if possible to allocate income from One Community Centre to reserves (i.e.. To aim to cover operating expenditure from other sources);
- iii) to adopt a target for the time being of accumulating sufficient reserves to cover at least 6, and up to 12, months operating expenditure.

Funds held as agent on behalf of other organisations

£1,827 of LCC Language hub funding was held on behalf of MAFWA Theatre CIC and £2,870 for Refugees Community Organisations at the year end date. See Note 10 for further details.

Leeds Refugee Forum

Trustees' report (continued) for the year ended 31 March 2021

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods and principles in the Charities SORP;

make judgements and estimates that are reasonable and prudent;

state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees on

Signed: (Trustee)

Name:

Leeds Refugee Forum

Independent examiner's report to the trustees of Leeds Refugee Forum

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2021, which are set out on pages 14 to 20.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: Name: Claire Welling

Date:

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Leeds Refugee Forum

Statement of Financial Activities

(including summary income and expenditure account)

for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income and endowments from:					
Grants and donations	(2)	17,732	77,614	95,346	53,620
Donated services	(3)	5,206	-	5,206	5,206
Charges for use of community centre		2,220	-	2,220	6,884
Other income		148	-	148	-
Total income		25,306	77,614	102,920	65,710
Expenditure on:					
Salaries and pension	(4)	2,948	40,583	43,531	48,245
Payroll fees		578	-	578	795
Donated services		5,206	-	5,206	5,206
Donations to others		-	6,025	6,025	4,680
Volunteer expenses		237	26	263	939
Water		107	-	107	190
Electricity and gas		1,050	123	1,173	2,124
Printing, postage and stationery		642	226	868	1,177
Telephone and Internet		633	461	1,094	1,408
Professional fees		-	-	-	25
Insurance		212	-	212	263
Independent examination		150	450	600	448
Equipment		57	50	107	726
Food and refreshments		33	14	47	689
Other premises costs		1,052	126	1,178	787
Travel and transport		90	5	95	298
Training and support		165	181	346	3
Website		-	770	770	-
Meeting costs		-	-	-	48
Activities		-	-	-	230
Building Resilience payments		-	-	-	4,235
Membership fees		45	-	45	45
Depreciation		-	-	-	575
Other office costs		282	126	408	623
Total expenditure		13,487	49,166	62,653	73,759
Net income / (expenditure)		11,819	28,448	40,267	(8,049)
Transfers between funds		900	(900)	-	-
Net movement in funds		12,719	27,548	40,267	(8,049)
Fund balances brought forward		24,093	44,552	68,645	76,694
Fund balances carried forward	(5)	36,812	72,100	108,912	68,645

All incoming resources and resources expended derive from continuing activities.

Leeds Refugee Forum

Balance sheet

as at 31 March 2021

	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Total £
Fixed assets				
Tangible assets	(6) 900	-	900	-
Total fixed assets	<u>900</u>	<u>-</u>	<u>900</u>	<u>-</u>
Current assets				
Prepayments	35	-	35	37
Cash at bank and in hand	37,500	72,100	109,600	69,718
Total current assets	<u>37,535</u>	<u>72,100</u>	<u>109,635</u>	<u>69,755</u>
Current liabilities: amounts falling due within one year				
Creditors and accruals	(7) 1,623	-	1,623	1,110
Total current liabilities	<u>1,623</u>	<u>-</u>	<u>1,623</u>	<u>1,110</u>
Net current assets / (liabilities)	<u>35,912</u>	<u>72,100</u>	<u>108,012</u>	<u>68,645</u>
Total assets less current liabilities	<u>36,812</u>	<u>72,100</u>	<u>108,912</u>	<u>68,645</u>
Net assets	<u>36,812</u>	<u>72,100</u>	<u>108,912</u>	<u>68,645</u>
Funds				
Unrestricted funds	36,812	-	36,812	24,093
Restricted funds	-	72,100	72,100	44,552
Total funds	<u>36,812</u>	<u>72,100</u>	<u>108,912</u>	<u>68,645</u>

For the year ending 31 March 2021 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on

Signed: (Trustee)

Name:

Leeds Refugee Forum

Notes to the accounts

for the year ended 31 March 2021

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities The charity constitutes a public benefit entity as defined by FRS 102. There has been no change to the accounting policies since last year. No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Leeds Refugee Forum
Notes to the accounts continued
for the year ended 31 March 2021

2 Grants and donations	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Leeds City Council (LCC)	-	912	912	6,483
Tudor Trust	2,000	42,500	44,500	35,000
Leeds Asylum Seekers Support Network (LASSN)	-	15,342	15,342	-
Leeds Community Foundation (LCF)	10,000	-	10,000	-
Forum Central	1,500	-	1,500	-
The Brelms Trust	-	5,000	5,000	5,000
Yorkshire Sport Foundation	-	-	-	680
Refugee Week	-	-	-	850
The National Lottery Community Fund (NLCF)	-	10,000	10,000	-
Leeds Christian Community Trust	1,500	-	1,500	-
British Red Cross	-	500	500	-
PAFRAS	-	3,000	3,000	-
Donations	2,732	360	3,092	5,607
	<u>17,732</u>	<u>77,614</u>	<u>95,346</u>	<u>53,620</u>

3 Donated services

The Forum was not charged rent of the One Community Centre during the year. The value of these donated services has been estimated as £5,206.

4 Staff costs and numbers

	2021	2020
	£	£
Gross salaries	43,998	47,629
Social security costs	616	1,820
Employment allowance	(2,929)	(2,996)
Pensions	1,846	1,792
	<u>43,531</u>	<u>48,245</u>

The average number employees during the year was 3.3, being an average of 1.7 full time equivalent (2012: 5.8, 2.0 FTE).

Defined contribution pension scheme

	2021	2020
	£	£
Costs of the scheme to the charity for the year	1,846	1,792

Leeds Refugee Forum
Notes to the accounts continued
for the year ended 31 March 2021

5 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Redundancy Reserve	1,553	-	-	-	1,553
Hardship Fund	2,895	12,110	6,025	-	8,980
Community First	734	-	-	-	734
Homework Club	1,522	-	26	-	1,496
Refugee Week	2,670	-	-	-	2,670
Tudor Trust	3,789	42,500	32,420	-	13,869
Community Cohesion	6,631	-	-	-	6,631
Housing & Area Committee	110	-	-	-	110
Church Urban Fund	1,336	-	-	-	1,336
Sportivate	80	-	-	-	80
Community Resilience Project	6,818	-	104	-	6,714
Lowell Giving Community	13,978	-	5,181	-	8,797
The Brelms Trust	2,436	5,000	2,570	-	4,866
NLCF	-	10,000	2,211	-	7,789
Digital fund LCC	-	912	-	(900)	12
Digital fund LASSN	-	7,092	629	-	6,463
	<u>44,552</u>	<u>77,614</u>	<u>49,166</u>	<u>(900)</u>	<u>72,100</u>

Fund name	Purpose of restriction
Redundancy Reserve	Redundancy reserve for staff transferred at start date
Hardship Fund	To support destitute asylum seekers in Leeds
Community First	Supporting ESOL classes and other community activities
Homework Club	For pupils from refugee background and new arrivals to support them in English, Maths and Science
Refugee Week	Towards the costs of the annual Refugee Week events
Tudor Trust	Towards core costs including the salaries of the Director and an office administrator
Community Cohesion	For community activities (additional Tudor Trust funding)
Housing & Area Committee	For refurbishing and flooring One Community Centre
Church Urban Fund	For organising different events for Refugee Community Organisations (RCOs)
Sportivate	To deliver a project for Sportivate as part of the LCC project
Community Resilience Project	To work with newly arrived and settled migrant communities in Leeds to increase their knowledge and awareness of the causes and signs of radicalisation and the appropriate support and actions available to them
Lowell Giving Community	To support migrants, refugees and asylum seekers, as groups likely to experience financial exclusion
The Brelms Trust	Towards running costs
NLCF	For LRF Online project
Digital fund LCC	For digital equipment for RCO groups
Digital fund LASSN	£900 was transferred in respect of tablets bought for loan to RCOs
	For digital training and support

Leeds Refugee Forum
Notes to the accounts continued
for the year ended 31 March 2021

6 Tangible assets

	Computer equipment	Total
	£	£
<u>Cost</u>		
At 1 April 2020	1,725	1,725
Additions	900	900
At 31 March 2021	<u>2,625</u>	<u>2,625</u>
<u>Depreciation</u>		
At 1 April 2020	1,725	1,725
Charge for year	-	-
At 31 March 2021	<u>1,725</u>	<u>1,725</u>
<u>Net book value</u>		
At 31 March 2021	<u>900</u>	<u>900</u>
At 31 March 2020	<u>-</u>	<u>-</u>

7 Creditors and accruals

	2021	2020
	£	£
Petty cash spend to reimburse	841	662
Accruals	600	448
Deferred income	182	-
	<u>1,623</u>	<u>1,110</u>

8 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

No trustee received any remuneration or benefit in this capacity during this or the previous year.

9 Funds held as an agent

	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
MAFWA Theatre CIC	1,314	3,661	3,148	1,827
Refugee Community Organisations	1,150	2,308	1,588	1,870
	<u>2,464</u>	<u>5,969</u>	<u>4,736</u>	<u>3,697</u>

Leeds Refugee Forum

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income						
Grants and donations	17,732	540	77,614	53,080	95,346	53,620
Donated services	5,206	5,206	-	-	5,206	5,206
Charges for use of OCC	2,220	6,884	-	-	2,220	6,884
Other income	148	-	-	-	148	-
Total income	25,306	12,630	77,614	53,080	102,920	65,710
Expenditure						
Salaries and pension	2,948	2,024	40,583	46,221	43,531	48,245
Payroll fees	578	795	-	-	578	795
Donated services	5,206	5,206	-	-	5,206	5,206
Donations to others	-	-	6,025	4,680	6,025	4,680
Volunteer expenses	237	-	26	939	263	939
Business rates and rent	-	-	-	-	-	-
Water	107	90	-	100	107	190
Electricity and gas	1,050	1,601	123	523	1,173	2,124
Printing, postage and stationery	642	652	226	525	868	1,177
Telephone and Internet	633	990	461	418	1,094	1,408
Professional fees	-	-	-	25	-	25
Insurance	212	263	-	-	212	263
Independent examination	150	448	450	-	600	448
Equipment	57	201	50	525	107	726
Refugee Week expenses	-	-	-	-	-	-
Food and refreshments	33	137	14	552	47	689
Other premises costs	1,052	585	126	202	1,178	787
Travel and transport	90	253	5	45	95	298
Training and support	165	-	181	3	346	3
Website	-	-	770	-	770	-
Meeting costs	-	48	-	-	-	48
Activities	-	84	-	146	-	230
Building Resilience payments	-	70	-	4,165	-	4,235
Membership fees	45	45	-	-	45	45
Depreciation	-	575	-	-	-	575
Other office costs	282	334	126	289	408	623
Total expenditure	13,487	14,401	49,166	59,358	62,653	73,759
Net income / (expenditure)	11,819	(1,771)	28,448	(6,278)	40,267	(8,049)
Transfers between funds	900	-	(900)	-	-	-
Net movement in funds	12,719	(1,771)	27,548	(6,278)	40,267	(8,049)
Fund balances brought forward	24,093	25,864	44,552	50,830	68,645	76,694
Fund balances carried forward	36,812	24,093	72,100	44,552	108,912	68,645